

TOWNSHIP OF MONROE
Board of Fire Commissioners
Fire District No. 2
Minutes of the Agenda and Regular Meetings
Wednesday, June 10, 2009

The Monroe Township Board of Fire Commissioners of District No. 2 met at the Applegarth Volunteer Engine Company No. 1 Firehouse, Applegarth Road, Monroe Township, New Jersey for an Agenda 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 and military who have died in the performance of their duties.

UPON ROLL CALL made by Commissioner Martin Berkowitz, the following members of the Monroe Township Board of Fire Commissioners of District No. 2 were present: Martin Berkowitz, Glenn Borsuk, Maurice Mahler, Edward Mitnowsky and Lawrence Reisch.
ALSO PRESENT: Board Attorney Richard J. Shaklee, Esquire, and Lindsay Lesser, substitute Recording Secretary.

There weren't any career firefighter present.

There was one volunteer firefighter present: Dave Lesser

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 March 27, 2009 newspaper, posted on the bulletin board of the Office of the Township Clerk, and notices sent to those requesting such.

AGENDA MEETING

Chairman Mahler asked if there were any corrections to last month's minutes. Please note the following corrections:

Page 2 - 4th paragraph 1st sentence should read: Chairman Mahler stated there is a problem with the 2 parties that bid on the Senior Center construction and they are suing each other in court.

Page 2 - 5th paragraph 1st sentence should read: Chairman Mahler emailed Wayne Hamilton for approval for the sign that will appear on the construction site while the new fire house is being built.

Page 4 - 1st paragraph 1st sentence should read: Chairman Mahler read an email that was sent to Alana regarding the status of the grant that is due May 20, 2009.

Page 4 - 2nd paragraph 1st sentence should read: Commissioner Reisch mentioned his concern that District 3 is receiving more equipment from the grant money than we are and it looks bad to our residents.

Page 4 - 3rd paragraph 2nd sentence should read: Commissioner Reisch feels that the Mayor should be made aware that there can no longer be communication between the police and the fire department because of the new radio system.

Page 5 - 7th bullet should read: Chief still does not know where the medallions are going on the new firehouse.

Page 5 - 8th bullet should read: There are specs in the bid package that we never approved.

Page 6 - 1st Roll Call should list Commissioner Borsuk's vote as Recuse

Page 6 - last paragraph 1st sentence should read: Board Attorney Shaklee received an email from Kevin Boerner from CMX with comments from the asking for a number of things.

Page 7 - 2nd bullet should read: This past month, charter member and ex-chief Richard Joyce passed away.

Page 7 - last paragraph 1st sentence should read: Commissioner Borsuk has proposals from 2 companies for getting the fuel tanks refurbished and painted.

Page 7 - verbiage in motion should read: to spend up to \$2,200 to Demike's Decorating for the painting of the fuel tanks.

Page 8 - 1st paragraph should read: Commissioner Borsuk reached out to Kevin Boerner for the specs on the concrete pads for the new building so that we can price out repairing the current concrete pads.

7:10 pm Lt. Krajcsovics arrived

Chairman Mahler asked the board to review the claims against the board. Commissioner Reisch confirmed that the \$190K is the taxpayer contribution to the pension fund for 2009 and the \$325 is the monthly pension contribution that comes from the firefighters. The \$325 does not hit our budget.

Commissioner Borsuk confirmed that the \$1550 for Grant Writing Services Inc. is for Alana's time spent working on our grant applications. If we are approved for the grants, we will be reimbursed the \$1550.

Claims against the board would be approved at the regular meeting.

7:15pm President Medina arrived.

Treasurers report:

Commissioner Reisch reported the following as of June 12, 2009:

Sovereign Bank:

Unrestricted Funds	\$3,165.25
Capital Projects	\$86,253.79

Hudson City Savings Bank:

Unrestricted Funds	\$163,611.43
Restricted Funds	\$450,005.00
Capital Projects	\$4,290,162.65
Cash on Hand	\$170.00
Total Balance	\$4,993,368.12

This Treasures Report includes a large transfer from the Capital Projects account at Sovereign Bank to the Capitol Projects account at Hudson City Savings Bank as we will be receiving more than 1.25% higher interest at Hudson City.

Building committee will report at the regular meeting. There are a number of resolutions to be singed tonight:

- Award Santorini bid as the contingencies have been resolved.
- Pass Middlesex County Storm Water Maintenance Agreement so that we can receive

the county & DRCC approval.

Solar Bid package will also be discussed tonight.

7:23pm Dan Delmar from Epic arrived.

7:25pm Brian Moore from Epic arrived.

Commissioner Berkowitz has been sending letters to the adult communities regarding printing our information about the fire district in their community newspapers and is getting some positive feedback.

Chairman Mahler asked if there was any correspondence to be discussed. Commissioner Berkowitz received a letter from the Home Owners Association of Concordia stating that Mort Pearlman is the contact at Concordia and that can help in our request to get the fire districts column in their community newsletter.

Commissioner Berkowitz has a copy of the thank you letter to Perrine dealership for their generous discount.

Fire Prevention Bureau report will be given at the regular meeting. Commissioner Borsuk will give the report due to Chief Carbin being absent.

The Volunteers will give an update at the regular meeting.

Chairman Mahler stated there will be a closed session tonight regarding union negotiations.

UPON MOTION MADE by Glenn Borsuk and seconded by Ed Mitnowsky, the agenda meeting was adjourned at 7:32 p.m.

ROLL CALL: Aye Berkowitz

Aye Borsuk

Aye Mahler

Aye Mitnowsky

Aye Reisch

REGULAR MEETING

Chairman Mahler called the regular meeting to order with a Salute to the Flag at 7:37 pm.

Chairman Mahler asked for a moment of silence for all firefighters and military who have died in the performance of their duties.

UPON ROLL CALL made by Commissioner Martin Berkowitz, the following members of the Monroe Township Board of Fire Commissioners of District No. 2 were present: Martin Berkowitz, Glenn Borsuk, Maurice Mahler, Ed Mitnowsky and Lawrence Reisch.

ALSO PRESENT: Board Attorney Richard J. Shaklee, Esquire and Lindsay Lesser, substitute Recording Secretary.

There was one career firefighter present: Lt. Krajcsovics.

There were three volunteer firefighters present: Dan Medina, Dave Lesser & Dennis Cronin.

There were two members of the public present: Dan Delmar and Brian Moore.

Chairman Mahler announced that the meeting was being held in accordance with the Open Public Meeting Act, having been published in the March 27, 2009 newspaper, posted on the bulletin board of the Office of the Township Clerk, and notices sent to those requesting such.

MINUTES

Chairman Mahler asked for a motion on the Minutes.

UPON MOTION MADE by Glenn Borsuk and seconded by Martin Berkowitz, a motion was adopted to approve the minutes of the May 13, 2009 agenda and regular meetings, as amended.

ROLL CALL: Aye Berkowitz
Aye Borsuk
Aye Mahler
Aye Mitnowsky
Aye Reisch

CLAIMS AGAINST THE BOARD

Chairman Mahler asked the board to review the claims against the board.

UPON MOTION MADE by Martin Berkowitz and seconded by Glenn Borsuk, claims against the Monroe Township Board of Fire Commissioners of District No. 2 were approved in the amount of \$493,790.83.

ROLL CALL: Aye Berkowitz
Aye Borsuk
Aye Mahler
Aye Mitnowsky
Aye Reisch

TREASURER'S REPORT

Chairman Mahler asked for the treasurer's report.

Commissioner Reisch reported the following as of June 12, 2009:

Sovereign Bank:

Unrestricted Funds	\$3,165.25
Capital Projects	\$86,253.79

Hudson City Savings Bank:

Unrestricted Funds	\$163,611.43
Restricted Funds	\$450,005.00
Capital Projects	\$4,290,162.65
Cash on Hand	\$170.00
Total Balance	\$4,993,368.12

BUILDING COMMITTEE REPORT

UPON MOTION MADE by Lawrence Reisch, and seconded by Martin Berkowitz, to authorize the execution of the Storm Water Maintenance Agreement of the county of Middlesex.

ROLL CALL: Aye Berkowitz

Aye Borsuk
Aye Mahler
Aye Mitnowsky
Aye Reisch

UPON MOTION MADE by Glenn Borsuk, and seconded by Lawrence Reisch, to award the contract of the construction of the new firehouse/emergency medical facility for Monroe Township Fire District 2 to Santorini in the amount not to exceed \$4,352,000.

ROLL CALL: Aye Berkowitz

Aye Borsuk
Aye Mahler
Aye Mitnowsky
Aye Reisch

Solar panel bid package to be published next Thursday, June 18, 2009 in the Star Ledger, Cranbury Press and the Home News. The bid opening will be July 14, 2009 at 1pm, the same date as the scheduled construction meeting. Brian Moore from Epic will call Sam tomorrow and have 14 copies of the bid package including the drawings and technical specs to be made up and dropped off at the firehouse. We are expecting to begin solar panels installation to begin late fall.

Dan Delmar from Epic discussed the fees from MTUD for \$61,736.30. The sewer review and inspection fee, sewer connection fee, water review and inspection fee and the water connection fee total \$46,103. The Applegarth tank fee and the sanitary sewer reimbursements totaled \$15,633.30.

Dan Delmar reviewed the entire Construction Budget line by line. Chairman Mahler stated

that the list of soft costs can be modified and costs brought down as this is only a rough estimate of expenses made by Chief Carbin. Chairman Mahler assigned Commissioners Berkowitz, Borsuk and Mitnowsky as a committee, that will not meet all 3 at one time, to work with the Chief to determine if there are any soft costs that can be reduced.

Dan Delmar explained that the total Construction Budget after the soft costs have been taken out is \$4,789,964 and the contract award amount is \$4,352,000 which leaves a contingency amount of \$437,964. This puts us in a very favorable position as we still have approximately 10% of our contract award left in contingency.

Dan Delmar stated that the preconstruction period of this project was contracted for and scheduled to go from January 15 - September 15, 2008 but actually went from February 2008 - April 2009 (15 months total). The biggest delay was due to Sr. Center project. Epic's contract for preconstruction work was for 6 months and states that if the preconstruction last 8 months the fees remain the same. If the preconstruction is longer then 8 months there are 2 ways to determine an adjusted rate. Option 1 - figure out the hourly rate for the individuals who worked, which would equal \$28,260. Option 2 - determine a lump sum amount by taking the monthly rate of \$2,933.3 and multiply by the additional 7 months that were worked, which equals \$20,533.33. Dan would round this number down to \$20,000.

Additionally, Dan explained that due to the delay in the Sr. Center bid, the construction phase of the project will probably run 12 months instead of the 10 months as allowed in the contract and that Santorini's contract is written for 12 months as well. If you take the monthly rate for the construction phase of \$18,100 and multiply it by the additional 2 months, Epic is requesting \$36,200 for additional services. If you add the \$36,200 to the \$20,000 for the preconstruction period, Epic is requesting to be paid an additional amount of \$56,200. The \$20,000 would be billed right away as this is for work already done. The \$36,200 would be billed in April 2010. Board Attorney stated that he has not reread the contract recently but the additional costs do sound approximately correct.

Commissioner Reisch asked that a project end date not be established at this time so that we are only paying to the actual ending of the project. Commissioner Reisch also asked Dan to discuss with his boss how to keep the costs down if the project does run over the expected end date. Dan will discuss this with Epic's management and will contact Commissioner Reisch directly with an answer to his request.

UPON MOTION MADE by Glenn Borsuk, and seconded by Martin Berkowitz, to accept Epic's proposal for the additional services in the amount of \$56,200.

ROLL CALL: Aye Berkowitz
Aye Borsuk
Aye Mahler
Aye Mitnowsky
Aye Reisch

CORRESPONDENCE

There was no correspondence to be reviewed.

FIRE PREVENTION BUREAU REPORT

Chief Carbin is in a training class tonight and couldn't attend this meeting. Commissioner Borsuk will provide the Chief's report.

- Review of firefighters hours
- Review of training and dated
- Review of monthly and annual inspections
- Incident run logs
 - 5/5/09 Fire in Clearbrook 583 Madison - fire while family was away in Florida
 - 5/9/09 MVA involving 2 cars with a roll over at 4 way stop. 1 person was removed from the vehicle.
 - 5/23/09 Reported as structure fire was actually a lawn tractor on fire up against a house.
- Monthly run analysis calls were up from the previous month putting them in line with the numbers from the last 2 years.
- Waiting for the prices for the data cabling, phone system, hood system and office furniture.
- The new utility truck 579 is out for conversion
- Tower 573 was in an accident June 4th while out on a test drive. We are waiting for the insurance adjuster to come out and review the process of getting it repaired.
- The Chief is recommending that the Safety Review Committee should be reinstated and investigate to ensure that the proper SOG's were followed during the incident.
- The Chief is working to see if we can borrow the tower from East Windsor 46 while our tower is out of service.
- Truck committee - more trucks are scheduled to come in for the truck committee to review. Manufacturers will be drawing up a set of specs and the price in approximately 8-12 weeks.
- Volunteers are constructing a training prop for saw work and ventilation techniques.
- The department will be conducting a fire drill in the Ponds within a few weeks
- We have received prices from Jamesburg Printing for a 2 sided black and white letters 6,500 is \$395. There won't be any cost for the names and addresses as they are available on the internet.

8:42 pm fire call

- Spoke to Bob Downey - he is currently reviewing he newest set of building plans that were delivered by Brian Moore last Friday.
- Next Tri-District meeting will be June 25th at Station 23B
- FIRST Ins has adopted a TORT claims resolution; they are asking all fire districts to adopt this in a formal resolution.

UPON MOTION MADE by Glenn Borsuk, and seconded by Lawrence Reisch, adopt and approved the new notice of claim form.

ROLL CALL: Aye Berkowitz
Aye Borsuk
Aye Mahler

Aye Mitnowsky
Aye Reisch

APPLEGARTH VOLUNTEER FIRE COMPANY

President Medina reported:

- The volunteers attended 2 Memorial Day parades. 10 members participated in the Jamesburg parade and 7 members participated in the Cranbury parade.
- There was Volunteer representation at the May 28th award ceremony at the Monroe High School
- If there is any information on the Jamesburg Fair or any special events, please forward it to Deputy Chief Lesser
- Requests the Chief draft a letter to Jason Ackerman as he has not been active as a volunteer. Jason has outstanding equipment that needs to be returned. If the equipment is not returned the next step would be for Board Attorney Shaklee to get involved.
- The contractor that will be doing the maintenance of the tanks has scheduled the work to begin next Thursday and Friday.
- The Volunteers are submitting an annual financial statement to Commissioner Reisch.
- The approximate cost for the annual Volunteer dinner is \$4,000

Commissioner Reisch stated that he is disappointed that there are only 5-7 volunteers that earn the incentive each month and would like to see this number increase. Deputy Chief Lesser made note that there are approximately 3-4 members who are out on medical leave.

Firefighter Cronin asked the Commissioners to help in recruiting more volunteers. The commissioners stated that if the Volunteers want to put a note in the retirement community papers, then they need to contact the editors of each newspaper directly.

MEETING OPEN TO THE BOARD

UPON MOTION MADE by Glenn Borsuk, and seconded by Lawrence Reisch, authorizing application for acceptance into the local government energy audit program.

ROLL CALL: Aye Berkowitz

Aye Borsuk

Aye Mahler

Aye Mitnowsky

Aye Reisch

Commissioner Borsuk has started getting prices back on replacing the concrete pads replaced at the firehouse. 4 quotes have been received - 2 are well below the threshold, 1 is slightly over the threshold and the last is well over the threshold. Per Board Attorney Shaklee, we can move forward without concern to the 1 that is over the threshold.

Commissioner Borsuk will track the timing of the Safer Grant to be sure that we apply for it in the fall. The Fire Act Grant was submitted for prior to the deadline. The Fire Prevention Grant will be coming up over the summer. Chairman Mahler thanks Firefighter Barta for his

help in submitting for these grants.

Commissioner Borsuk stated that the current stimulus package in the ARA section, there is a grant available for the construction of a new firehouse. This grant will be given to departments who already have land, departments who already have a design or departments who are doing improvements to existing firehouses. Commissioner Borsuk spoke to Alana about submitting for this grant and what her fees would be for the work. Alana stated her costs would be \$2,000-\$2,500.

UPON MOTION MADE by Glenn Borsuk, and seconded by Lawrence Reisch, for grant writing service fees to pursue the Fire Construction Grant.

ROLL CALL: Aye Berkowitz

Aye Borsuk

Aye Mahler

Aye Mitnowsky

Aye Reisch

Commissioner Reisch received a letter from Board Attorney Shaklee to the MTUA dated June 4, 2009 regarding the \$61,736.90 in fees that we paid to the MTUA. Commissioner Reisch wants Board Attorney Shaklee to be aggressive with the township in having this money refunded to us.

Commissioner Reisch commented on the hydrant fees issue that has been discussed at the Tri District meetings. District 1 has been working with Mr. Yousoff in regards to the Kelly case. Commissioner Reisch would like to see a minimum of a 50% reduction in hydrant fees of the \$160,000 that we are currently paying. Board Attorney Shaklee will speak to Mr. Yousoff who is already doing the research.

OPEN TO THE PUBLIC

Firefighter Cronin asked if the soft costs listed for the new building were being paid for by the township. Commissioner Reisch explained that the township gave us 1.5 million dollars for the entire project which includes the soft costs.

Firefighter Cronin asked if there would be any rental charges if we were to borrow the tower from East Windsor 46. Commissioner Borsuk answered that there would not be any rental fees.

Firefighter Cronin stated that the commissioners should look into getting quotes from Dot Signs for any future mailers. Chairman Mahler stated that he has spoken to Dot Signs and their prices are much higher than the prices we have already been quoted from other companies.

President Medina asked that if the Sr. Center is township owned, will the township be paying any of the charges for the water. If they aren't paying any of this money, perhaps they would consider waving some of the other fees that we will be paying for other services.

Firefighter Cronin commended the commissioners on fighting the township for a reduction of the hydrant fees which would reduce taxes.

Firefighter Cronin commended Firefighter Barta for always stepping up and helping the fire department. This compliment was shared by the commissioners as well.

Firefighter Barta questioned what service or product do we receive from the MTUA for the \$61,736.90 we pay in hydrant fees. Firefighter Barta stated that we don't have updated GIS Maps, geo-codes, hydrant flow information, etc. Commissioner Reich stated that all we get out of these fees are an annual flush of the hydrant and when absolutely necessary they get painted but would like a list of services or products we should be receiving so that we can make a formal request to the MTUA.

CLOSED SESSION

Chairman Mahler announced the need to hold an executive session at 9:45pm.

MARTIN BERKOWITZ
Board Secretary

MAURICE MAHLER
Chairman

NOTE: Appendixes can be obtained upon request from the Board Secretary.

PREPARED BY: Lindsay Lesser