

**TOWNSHIP OF MONROE**  
**Board of Fire Commissioners**  
**Fire District No. 2**  
**Minutes of the Agenda and Regular Meetings**  
**Wednesday, July 14, 2010**

The Monroe Township Board of Fire Commissioners of District No. 2 met at the Applegarth Volunteer Engine Company No. 1, 130 Applegarth Road, Monroe Township, New Jersey for an Agenda Meeting.

Chairman Mahler called the meeting to order with a Salute to the Flag at 7:01 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 Val Cier, Recording Secretary.

There was one career firefighter present: Lt. Riley.

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 April 9, 2010 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. Commissioner's Reisch and Borsuk had corrections to the minutes on various pages.

Chairman Mahler asked the board to review the Claims against the Board. Commissioner Borsuk noted that the claim for Sun Electric should be removed from the general operating claims and put under capital projects.

Chairman Mahler reported that the Treasurer's report, Resolutions, truck update and correspondence will be read at the regular meeting.

Chairman Mahler stated that there will not be a closed session tonight.

**UPON MOTION MADE** by Glenn Borsuk and seconded by Lawrence Reisch, the agenda meeting was adjourned at 7:17pm.

**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, Edward Mitnowsky and Lawrence Reisch.

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

There were two career firefighters present: Lt. Riley and Chief Carbin.

There was one volunteer firefighter present: Dave Lesser.

There was one member of the public present: Jason Martin.

Chairman Mahler announced that the meeting was being held in accordance with the Open Public Meeting Act, having been published in the April 9, 2010 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 Ed Mitnowsky, a motion was adopted to approve the minutes of the June 9, 2010 agenda and regular meetings, as amended.

**ROLL CALL:** Aye Berkowitz

Aye Borsuk

Aye Mahler

Aye Mitnowsky

Aye Reisch

**CLAIMS AGAINST THE BOARD**

Chairman Mahler stated there is a correction need to remove Sun Electric claim from general operating to capital projects. Chief Carbin will contact Dan Carlstrom, Board Accountant, to correct. Commissioner Reisch stated the correction will be reflected in next month's claims.

Commissioner Reisch reported:

General Operating Claims Total \$407,141.47

Capital Project Claims Total \$ 88,736.11

Net Payroll Claims Total \$116,686.55

Total Claims Against the Board \$612,564.13

June 12, 2010 - July 16, 2010

**UPON MOTION MADE** by Lawrence Reisch and seconded by Glenn Borsuk, claims against the Monroe Township Board of Fire Commissioners of District No. 2 were approved in the amount of \$612,564.13.

**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 July 16, 2010:

Hudson City Savings Bank:

Unrestricted Funds	\$473,501.29
Restricted Funds	\$404,296.13
Capital Projects	\$495,870.05
Cash on Hand	\$170.00
Total Balance	\$1,373,837.47

### **BUILDING COMMITTEE REPORT**

Chairman Mahler stated they are now reviewing punch lists. Spoke to Joel from Epic and will have a representative from Santorini that will be at firehouse until punch list items are complete. Chairman Mahler stated there should be a meeting next week once they feel the punch list is done. Some items: one air conditioner not working, problem with bay doors, tiles need to be replaced, etc. Sub contractors seem to be the problem in completing projects. There may be a leak in the ceiling, not sure the source area, roofer will need to come back.

Chief Carbin mentioned the discoloration on the insulation to Brian Moore and he will take a look at it.

Chairman Mahler asked Commissioner Berkowitz a letter to John Scheidt to schedule a meeting to discuss the inadequate landscaping done around the new firehouse.

Chairman Mahler asked Attorney Shaklee to read building resolutions, not pertaining to fuel depot, as a consent agenda.

Attorney Shaklee read the resolutions, by title, resolutions authorizing change orders GC57 and GC58 for the construction of Halsey Reed Road Fire House/Emergency Medical Services Facility:

- GC57 - in the amount of \$3410 for the supply and installation of power vent for AC4
- GS58 - in the amount of \$16,075 for the concrete slab of the shed

**UPON MOTION MADE** by Glenn Borsuk and seconded by Lawrence Reisch, to approve the consent agenda resolutions GC57 and GC58, as presented.

**ROLL CALL:** Aye Berkowitz

Aye Borsuk  
Aye Mahler  
Aye Mitnowsky  
Aye Reisch

Chairman Mahler began discussion on the fuel depot, based on the information from Oxford Engineering.

Commissioner Berkowitz questioned the letter from Oxford pertaining to fence, concrete and lighting. Santorini is doing the concrete, fence and lighting for \$115,112.00

- GC56 - in the amount of \$115,112.00 for the supply and installation of aboveground storage tank vehicle fueling system

**UPON MOTION MADE** by Glenn Borsuk and seconded by Lawrence Reisch, to approve resolution for GC56, in the amount of \$115,112.00.

**ROLL CALL:** Aye Berkowitz

Aye Borsuk  
Aye Mahler  
Aye Mitnowsky  
Aye Reisch

Chief Carbin stated the fee for the fuel tanks was the only item not taken out of the Cost Report-Change Summary spreadsheet. Chairman Mahler anticipates approximately \$30,000 back in the end. There will be some rebates that may be obtained. Chairman Mahler stated there are some hook up fees pending.

Chief Carbin asked Attorney Shaklee if any payments have been received from the township. Three outstanding items with township reimbursement:

- 1) Change orders-pending until all change orders are submitted
- 2) Solar- contacted Ernie Fiest
- 3) Reimbursement for storm water and sanitary sewer

Commissioner Reisch said it's impressive that the board is coming in under budget and more or less on time and commend all those involved in project.

Chief Carbin reported that the AV system in training room will be completed tomorrow. They will also need to order a table and chairs for the room.

Commissioner Borsuk questioned when the Chief will be ready to occupy the new firehouse. Chief Carbin would like to be in by July 31. Board discussed having the next commissioner meeting in new firehouse. Commissioner Reisch stated the board will need to have insurance on the building. Commissioner Reisch asked Chief Carbin to call Michael McGrath to confirm insurance coverage. Commissioner Reisch questioned if EMS contents are covered. Commissioner Borsuk stated we are joint tenants so it should cover both organizations. Chief Carbin stated the new address is 10 Halsey Reed Road (corner of Applegarth).

If next commissioner meeting is there, it will need to be advertised.

Chief Carbin stated kitchen equipment is in, and will run water in bathrooms to make sure the past problem was corrected.

## **CORRESPONDENCE**

Chairman Mahler asked for correspondence. Commissioner Berkowitz read the following;

Letter from Lt. Riley, July 14, requesting Tuition reimbursement for continuing education at Farleigh Dickinson University for a Masters in Homeland Security with a discipline in Leadership.

Letter from Jamesburg Volunteer Fire Department for assistance this past weekend with overhaul.

Commissioner Reisch stated there is an annual maximum of \$5500 for tuition reimbursement in the contract. Lt. Riley stated \$17,532 as total cost to complete his degree over the next few years.

Commissioner Borsuk questioned if any one else is taking classes. Commissioner Borsuk asked Attorney Shaklee if something should be requested of union. The total cap would be absorbed, assuming Lt. Riley is the only one using reimbursement. Should the union as a whole be aware? January to December, the maximum amount the board contributes is \$5500. If \$5500 is used in 1<sup>st</sup> semester and someone else wanted to go into the year, there is no money left. Lt. Riley is open to taking fewer courses so funds are available for others. He will forward the information to president Grande of the union.

Commissioner Borsuk asked for details on the masters program. Lt. Riley stated the degree is more on management and administrative end of homeland security, with courses in Risk analysis and conflict resolution, among many others. The cost is \$1800 per class; they offer the classes three times a year and he can do only one class at a time.

Commissioner Borsuk asked Lt. Riley to have a letter from the union next month.

## **FIRE PREVENTION BUREAU REPORT**

Chairman Mahler asked Chief Carbin to review the Monthly Fire Prevention Report:

- Incident Run Log - in last 2 weeks 7 fires
- Keyfob will be installed on Monday
- Donation from Setco for 32" TV and stand
- Lifestyle fitness stepper from Renaissance
- Letter of thanks for assistance for Eagle River Day Camp and Concordia fires

Chief Carbin stated the truck bid package is complete. Attorney Shaklee will add boiler plate. The public vote to approve funds will be August 11 and will need to advertise truck. The award would be in September; therefore the bids must be received prior to end of August; 60 days to approve price. Next meeting the board will open bids in new firehouse and award in September.

Commissioner Reisch asked Attorney Shaklee what transpired between DCA Local Finance and Oshkosh Capital. Attorney Shaklee stated that his office received the application package and they have plenty of time. His office is putting together the application so it's ready for the DCA September meeting. One of the documents that must be presented is the result of the vote, which the board will have on August 11<sup>th</sup>.

Commissioner Borsuk mentioned on 8/11 the board is looking to obtain approval on \$1.275. What if the bid comes back at a higher amount? Attorney Shaklee stated the board would reject the bid and rebid. After so many days, you must return for the 60 day compliance.

Commissioner Reisch asked if the bid is \$50k more, can district subsidize funds? Attorney Shaklee believes the district can but must let the local finance board know; need to confirm.

Commissioner Borsuk questioned why the bid is being done in August to approve the funds; why not wait until after bids? Attorney Shaklee stated the board needs to get on September agenda to have finance approve before the board awards. The board will need to advertise bid; get bids back by the end of August; pass at September meeting and award in September. Local Finance Board has to approve before it can be awarded. The public will vote for funds at regular board meeting on 8/11. Ten days prior, it must be advertised in 5 public places and a newspaper advertisement. Attorney Shaklee will provide wording for advertisement.

#### **APPLEGARTH VOLUNTEER FIRE COMPANY**

Chairman Mahler asked for the Applegarth Volunteer's report.

Deputy Chief Lesser reported on behalf of President Davis and reported that Dan Steadman passed Firefighter one.

#### **MEETING OPEN TO THE BOARD**

Chairman Mahler opened the meeting to the board.

Commissioner Borsuk read all 140 pages of truck specifications and it is very well written.

Chairman Mahler stated they will need new stationary. September 27<sup>th</sup> at 3pm is the groundbreaking. Chief Carbin will obtain prices for stationary.

Commissioner Reisch mentioned the board will need to sit with volunteers to discuss the existing building in the future.

#### **OPEN TO THE PUBLIC**

Chairman Mahler opened the meeting to the public.

Lt. Riley stated that Les Barta transferred all the grant information to Lt. Riley. Chairman Mahler asked Lt. Riley to get Alana's phone and email address.

Commissioner Reisch requested that when the firefighters hand deliver packages to commissioners, they should ring the doorbell.

**CLOSED SESSION**

Chairman Mahler announced there is no need to hold an executive session.

**ADJOURN**

Chairman Mahler asked for a motion to adjourn.

**UPON MOTION MADE** by Glenn Borsuk and seconded by Martin Berkowitz, the meeting was adjourned at 9:05pm.

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

MARTIN BERKOWITZ  
Board Secretary  
MAURICE MAHLER  
Chairman

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