

**TOWNSHIP OF MONROE**  
**Board of Fire Commissioners**  
**Fire District No. 2**  
**Minutes of the Agenda and Regular Meetings**  
**Wednesday, September 9, 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 7:05 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 was one career firefighters present: Chief Carbin.

There was 1 volunteer firefighters present - David Lesser

The following were present from the public: Brian Moore - Epic, Paul Steffens - PRS Consultant

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. The following corrections were noted:

Page 6 - Last sentence should read - Jerry Caplin from District 3 led a conversation regarding why there needs to be so many commissioners.

Page 7 - First sentence correction to the spelling of Charlie Dipierro's name.

Page 7 - Third paragraph correction to the spelling of Firefighter Fineberg's name.

Page 8 - Second paragraph, last sentence should read - A copy of this letter was given to Mr. Silverman.

Page 8 - Third paragraph, first sentence should read - Chairman Mahler stated a review was made by Sam Doria, who is from Concord and is aiding us in the bid for our solar panel system.

Page 8 - Last sentence should read - Currently, there are no change orders but Brian my see some forth coming for the hydrant and JCPL.

Page 9 - Second paragraph, second sentence should read - Commissioner Reisch and Chief Carbin met with John Meeker from Vandyke Insurance and resolved the property damage issue.

Page 11 - First paragraph, first sentence should read - Additionally, Chairman Mahler suggested that he provide a copy of his resume of the positions he has held to show how he can help the community.

Commissioner Reisch asked if there was any update on the hydrant fee list that Chief Carbin was to provide to Board Attorney Shaklee. Per Chief Carbin, he has not given the list to Mr. Shaklee as of this time.

Commissioner Reisch provided an update on the discussion from last month regarding new cell phones for the commissioners. Per Firefighter Barta, the commissioners are eligible for new cell phones at this time. Firefighter Barta has a new contact at Verizon and will follow up on how to move forward.

Chairman Mahler added an addendum to the August 2009 minutes. After careful review of the tapes from last month, at no time during the conversation with Mr. Silverman did Chairman Mahler nor anyone on the board say that Mr. Silverman had "Carte Blanche" to do whatever he wanted to do to seek additional information from the township, the commissioners or the Chief.

Claims Against the Board, Treasurers Report, Fire Prevention Bureau Report and Building Committee will be covered at the regular meeting.

Correspondence - Letter sent to Mr. Voza at the Jamesburg Press regarding mock ups for the 2010 Commissioner election.

A letter was sent to Chairman Dipierro, District 1, and Chairman Levine, District 3, regarding potentially forming a Tri-District Committee in the hopes to reduce the hydrant fees. A response from Chairman Levine was read - District 3 is very concerned about the cost of hydrant fees and is willing to join the proposed committee. Chairman Levine would like us to contact him with a proposed time and date for this meeting.

Commissioner Reisch has been in contact with John Meeker of Vandyke Insurance to obtain insurance quotes including the new building as of May 2010. We would need this information for next year's budget. Additionally, we would like to see the complete breakdown of costs.

Commissioner Borsuk spoke with Alpha Contracting, the contractor for the concrete pads. Alpha has filed for the appropriate paperwork including the Public Works certificate. Once they receive it, we will move forward with this project. Commissioner Borsuk will follow up with Alpha Contracting to see if permits are needed for tear out and replacement of the concrete pads.

7:29pm - Firefighter Wentz and President Medina arrive

President Medina will give an update from the Volunteers at the regular meeting.

7:31pm - Firefighter Riley arrived.

**UPON MOTION MADE** by Glenn Borsuk and seconded by Lawrence Reisch, the agenda meeting was adjourned at 7:34p.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 7:45 pm.

Chairman Mahler asked for a moment of silence for all firefighters and military who have died in the performance of their duties. A special reminder was made that this week was the 8<sup>th</sup> Anniversary of September 11<sup>th</sup> where 343 firefighter's lives were lost.

**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 were four career firefighters present - Chief Carbin, Lt. Riley, Firefighter Barta & Firefighter Wenz

There were two volunteer firefighters present: David Lesser & Danny Medina

The following were present from the public: Brian Moore - Epic, Paul Steffens - PRS Consultant

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 Lawrence Reisch, a motion was adopted to approve the minutes of the August 12, 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.

General Operating Claims Total	99,700.46
Capital Project Claims Total	466,268.08
Net Payroll Claims Total	70,865.29
Total Claims Against the Board	
August 13, 2009 - September 9, 2009	636,833.83

**UPON MOTION MADE** by Glenn Borsuk and seconded by Ed Mitnowsky, claims against the Monroe Township Board of Fire Commissioners of District No. 2 were approved in the amount of \$636,833.83.

**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 September 9, 2009:

Sovereign Bank:

Unrestricted Funds \$3,115.49

Hudson City Savings Bank:

Unrestricted Funds \$208,015.80  
Restricted Funds \$454,296.13  
Capital Projects \$3,642,156.39  
Cash on Hand \$170.00  
Total Balance \$4,307,753.81

Commissioner Reisch asked that Chief Carbin send an email to Dan Carlstrom and find out the details on all outstanding checks from the account at Sovereign Bank. The checks had been issued to volunteers but were never cashed. Once these checks clear, this account will be closed but until that time, a monthly fee is being charged.

## **RESOLUTIONS**

A resolution of the Board of Commissioners, Monroe Township Fire District No. 2 awarding a contract for the installation of the Photovoltaic Panels. There had been 7 bids received on July 14, 2009 with the lowest bidder being Pravco, Inc., Rahway, NJ. Upon review of this bid it was rejected as the bidder was not fully compliant of the requirements stated in the bid documents. The second lowest bid was submitted by Sun Electrical Construction Corporation, Brick, NJ in the amount of \$168,800,000 with an alternate item #1 in the amount of \$8,200.

**UPON MOTION MADE** by Glenn Borsuk and seconded by Lawrence Reisch, awarding the Photovoltaic Panels project to Sun Electrical Construction Corporation.

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

A resolution of the Board of Commissioners, Monroe Township Fire District No. authorizing a change order and written amendment to contract between The Board of Fire Commissioners

and Santorini Construction of a main sewer line and temporary storm water retention area. The resolution was read but not authorized as there is still information outstanding.

A resolution of the Board of Commissioners, Monroe Township Fire District No. 2 authorizing change order numbers GC-1 in the amount of \$2,267 and GC-2 in the amount of \$7,214 for the construction of Halsey Reed Road Fire House/Emergency Medical Service Facility.

**UPON MOTION MADE** by Glenn Borsuk and seconded by Lawrence Reisch, authorizing change order numbers GC-1 in the amount of \$2,267 and GC-2 in the amount of \$7,214.

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

## **CORRESPONDENCE**

In a letter received from Rich Bartels from Spiezel there is an additional charge for the specs to add ceiling fans into the bay area and modifying the generator from electric to gas - which would require a design change from CMX. After some discussion regarding what we had originally asked to be quoted and what was actually quoted, it was decided that Board Attorney Shaklee would review our contract and clarify what the cost should actually be.

A presentation was made by Paul Steffens, from PRS Consultants, a grant writing company. Mr. Steffens has recently won 7 fire service related grants and feels as though he could be helpful to our Board of Commissioners. Mr. Steffens does not require a retainer as grants come up ad hoc versus on a regular basis and the fees range from \$1 - \$5,000 per grant. He charges \$100 per hour with a maximum of 50 hours per grant needed. Commissioner Mahler has already spoken with Kenny from Middlesex Fire Academy had a received positive response. Commissioner Borsuk will be calling some of the additional references provided.

## **BUILDING COMMITTEE REPORT**

Brian Moore from Epic provided the following scheduling update:

- Steel work is expected to begin next week
- Next step after the steel is the roof work - expected to begin in October
- Expecting to complete the building in April 2010

8:45pm - Volunteer member Bill Parente arrived

Brian Moore reviewed the pending change orders as described in the written report he provided.

Brian Moore addressed the picket that builders union staged today. Santorini has addressed the picket with proper gating and signage from their attorney. At the present time we are continuing with construction. Chairman Mahler stated that as soon as he learned of the union picket, he contacted Board Attorney Shaklee. In anticipation that the press would cover the story, a press release was written on our behalf. The press released specifically explained how the bid process worked and that by law, the Board does not have a say in who Santorini

hires. The plan is to hold onto this press release in case it is needed in the future.

#### **FIRE PREVENTION BUREAU REPORT**

Chief Carbin reported the following:

- Tower 57-3 is still out of service. While the truck was out at Breaker, the Chief Carbin had them check the truck. One of the micro switches on the outrigger was inoperable. The company who originally manufactured these no longer makes them. The third after market remake of this piece is are still wrong.
- Radio Committee, as discussed at the Tri-District Meeting, is in the process is setting up a meeting. Chief Carbin feels that everyone on the committee needs to be in attendance at the first meeting to discuss the committees plan.
- Date of the next Tri-District meeting has been changed from the 17<sup>th</sup>. A new date has not been set at this time. Chief Carbin will forward the new date as soon as it's scheduled.
- Reviewed incident run log - Chief Carbin didn't have the full Run Report at this time, but does know that this past month there were 6 calls of significance - the most significant call being this past Saturday night into Sunday, a structure fire at the Cranbury Gourmet. The tones went off at approximately 11pm and the crew didn't return until approximately 8:15am. It took our crew 8 minutes to arrive from time of dispatch. Chief Carbin's report has not been written yet and he has spent over 20 hours inspecting the scene.
- There will be a Civil War reenactment on the Dye Farm on September 25-27th. Chief Carbin will be there all 3 days to check camp fires and vendors.

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

- President Medina introduced a new volunteer member, Bill Parente.
- President Medina asked that once Chief Carbin receives the details on the outstanding checks to please forward onto President Medina so that he can follow up at the upcoming meeting.
- The annual Fire Department Company picnic was held on August 30<sup>th</sup>. All who attended had a great time and had perfect weather.
- Still in the process of Energy Audit Program. Next step is an RFP needs to be generated.
- Firefighter Cronin resigned from the department. No reason was given and he has requested that he not be contacted. All his equipment has been turned in.
- President Medina asked if there was any update on the outstanding lease agreement. Per Board Attorney Shaklee, he is in the process of obtaining a public sector lease to compare.

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

Chairman Mahler opened the meeting to the board, but no members of the board spoke at this time.

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

Chairman Mahler opened the meeting to the public, but no members of the public spoke at this time.

**CLOSED SESSION**

Chairman Mahler announced the need to hold an executive session at 9:12pm.

**ADJOURN**

Chairman Mahler asked for a motion to adjourn.

**UPON MOTION MADE** by Maurice Mahler and seconded by Martin Berkowitz, the meeting was adjourned.

**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: Lindsay Lesser