

TOWNSHIP OF MONROE
Board of Fire Commissioners
Fire District No. 2
Minutes of the Agenda and Regular Meetings
Wednesday, October 10, 2012

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 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: Chief Carbin
There were two volunteer/support firefighters present: Ben Vivona and Tish O'Connor
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 newspapers, and posted on the bulletin board of the Office of the Township Clerk.

AGENDA MEETING

Chairman Mahler asked the board to review the minutes.

Commissioners Berkowitz had a correction on page one, and Attorney Shaklee had a corrections on page five of the minutes.

Commissioner Reisch mentioned the board will no longer need to advertise the budget meeting since there will only be two board members present.

Chief Carbin mentioned he didn't need to send anything to Attorney Shaklee regarding the contractor because they fixed the floor of bay area the day after the meeting.

Chairman Mahler question page 1 training booklet claims. Chief Carbin explained those are EMT class and books for a volunteer. Chairman Mahler asked when the copier contract is over. Chief Carbin stated contract is over the end of this year and the board should just to continue with a similar copier.

Chairman Mahler asked if there was any correspondence. Commissioner Berkowitz had a letter from the Department of Community Affairs regarding the annual audit. Commissioner Berkowitz sent the letter to the Board Accountant.

Commissioner Reisch spoke to Attorney Shaklee about refinancing the big truck. Attorney Shaklee will give a report if it can be done and if it's feasible. Commissioner Reisch is looking for higher interest rate at banks, and looking for lower interest rates on the truck.

UPON MOTION MADE by Glenn Borsuk and seconded by Martin Berkowitz, the agenda meeting was adjourned at 7:15pm.

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 7:30 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: Chief Carbin
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Chairman Mahler announced that the meeting was being held in accordance with the Open Public Meeting Act, having been published in the newspapers, and posted on the bulletin board of the Office of the Township Clerk.

Chairman Mahler wished Commissioner Mitnowsky well in upcoming surgery.

MINUTES

Chairman Mahler asked for a motion on the Minutes.

UPON MOTION MADE by Martin Berkowitz and seconded by Lawrence Reisch, a motion was adopted to approve the minutes of the September 12, 2012 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.

Commissioner Reisch read the report:
General Operating Claims Total \$200,486.02
Capital Project Claims Total \$0.00
Net Payroll Claims Total \$ 71,439.76
Total Claims Against the Board \$271,925.78
September 12, 2012 - October 10, 2012

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 \$271,925.78.

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 October 10, 2012

Hudson City Savings Bank:

Unrestricted Funds	\$793,316.88
Restricted Funds	\$246,080.15
Capital Projects	\$47,018.73
Cash on Hand	\$170.00
Total Balance	\$1,086,585.76

BUILDING REPORT

Chairman Mahler asked if we are recording solar activity. Chief Carbin stated Mr. Martin fixed kiosk today.

Chief Carbin stated the contractor was in for crack in floor and did their measurements.

CORRESPONDENCE

Chairman Mahler asked for the correspondence to be read. Commissioner Berkowitz mentioned the letter from the agenda meeting.

FIRE PREVENTION BUREAU REPORT

Chairman Mahler asked for the Fire Prevention Report.

Chief Carbin the following:

- Training-received new multi-meter
- Will surpass 2011 YTD smoke detector tests
- No major incidents this month-reviewed a few calls

Chairman Mahler stated the front of the building's landscape looks beautiful.

Chief Carbin also reported:

- Plaque is on order
- Bill delivered to township
- Artifact has two coats of epoxy
- Only phones on contract are the cell phones. Need to wait until January to upgrade to a better phone.
- Fire Prevention vehicle will be lettered when the three quotes are in

Firefighter Nuber arrived.

Chairman Mahler asked what new development is planned and coming. Chief Carbin stated 342 homes; 6 two story condominiums buildings, COAH housing across from firehouse on Applegarth (bank, daycare, shopping center); Wawa, across Rt. 33; this side of Rt. 33 is a Quick Check, McDonalds, daycare, small retail, 100+ homes. Chief Carbin said district 2 has the most growth in township.

Commissioner Borsuk stated there are other projects approved but not being built yet. Commissioner Berkowitz asked if more schools will open. Chief Carbin said there will be no more schools, and Applegarth school is now open.

Chief Carbin stated they did walk through of new Senior Center. Still much work that needs to be done.

APPLEGARTH VOLUNTEER FIRE COMPANY

No report from the Volunteers this month.

MEETING OPEN TO THE BOARD

Chairman Mahler stated there will be a meeting next Friday with Chief Carbin, Chief Costa, and Doug Martin for the purpose to discuss what the duties of the chief will be.

Chief Carbin stated they need to come up with hiring criteria before coming up with the duties. Chairman Mahler asked Chief Carbin to come up with an agenda for the meeting. Chairman Mahler stated if they are advertising for the chief, on behalf of three districts, chief requirements would need to be indicated in advertisement. Attorney Shaklee stated there is a civil service job description. Chief Carbin questioned when it's advertised, can it be advertised similar to a firefighter job- must meet certain NJ pension rules criteria (PFRS requirements). Attorney Shaklee stated it can state that. Chief Carbin can put the application on the website, and note where to send the resume (come to district 2) and have a closing date. Most applications for chief would be advertised 60-90 days. If advertisement goes out in December, it would end by March.

The advertisement can't be sent out until approval has been received. Commissioner Reisch stated the planning should continue without Les Adams and save the taxpayer's money.

MEETING OPEN TO THE PUBLIC

Chairman Mahler opened the meeting to the public.

Ben Vivona reported that he has been appointed to take over fire police, by Mark Davis and Glenn Borsuk. If there is any correspondence required with fire police, please contact Tish O'Connor and Ben Vivona.

Commissioner Borsuk reported that before last volunteer meeting, they met with the fire police and they are down to final SOG. Commissioner Borsuk will put out the SOG for review then give to Chief Carbin. Chairman Mahler asked how many fire police members. Mr. Vivona said there are 11, and looking at keeping 7.

Mr. Vivona is working with Mr. Davis and Commissioner Borsuk. Chairman Mahler asked if any uniforms are needed. Commissioner Borsuk stated they have everything needed for now.

MEETING RE-OPENED TO THE BOARD

Commissioner Reisch stated last month's meeting mentioned an advertisement was needed for the budget meeting. The meeting has been changed to reduce the number of commissioners attending the budget meeting, which will reduce advertising cost. Meeting will be next Wednesday at board accountant's office with two commissioners and Chief Carbin.

Commissioner Reisch received ratables from township today, and district had an increase of approximately 24 million from last year. That can change after January 10th.

Attorney Shaklee mentioned the refinance of truck - in order to do it, the board needs approval from the local finance board. Board must demonstrate you can save at least 3% (total amount that you would payout over the schedule), the new debt schedule has to be structured so no annual payment is more than it was over the original, the final maturity does not extend date past the original date, and savings are level across the life of the funding. Attorney Shaklee will send information to board accountant. Chief Carbin stated there is currently \$83,260 in principal; \$33,110 in interest.

Commissioner Reisch feels the board can save money by refinancing. Attorney Shaklee stated there is no prepayment penalty and will need to do local finance board application. Commissioner Reisch stated if legal fees to do the application don't cover the saving, no sense to move forward.

Commissioner Reisch reported he is leaving Hudson city personally, and Capital One may be a good bank to change to.

Mr. Vivona stated at his previous firehouse, they planned 5-7 years and collected extra funds each year and paid cash for trucks. Tax rate goes up prior to purchase and eliminate interest.

Commissioner Reisch has fiduciary responsibility as a commissioner and how the board is handling the budget and keeping it low, is the better way to handle this without adding to the budget. Commissioner Borsuk mentioned that the state frowns on that. They want you to bond for trucks.

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 8:15pm.

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