

TOWNSHIP OF MONROE
Board of Fire Commissioners
Fire District No. 2
Minutes of the Agenda and Regular Meetings
Wednesday, December 8, 2010

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, corner of Applegarth Road, Monroe Township, New Jersey for an Agenda Meeting.

Chairman Mahler called the meeting to order with a Salute to the Flag at 7:02 pm. Chairman Mahler asked for a moment of silence for all firefighters and military that 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 no career firefighters present.

There were no volunteer firefighters present.

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 the board to review the minutes. Commissioner Berkowitz, Borsuk and Reisch all had corrections to various pages of the minutes. Chairman Mahler stated the date changed for the presentation to Renaissance on January 19th.

Chairman Mahler asked the board to review the Claims against the Board. Commissioner Reisch questioned the accident and sickness amount in claims. Commissioner Borsuk pointed out that the amount/check was voided, as it should be. Commissioner Reisch questioned fire prevention phone bill for Verizon, if it's all for new firehouse. Commissioner Borsuk does not know which location the bills would be for. Commissioner Borsuk would like to hold the check for payment of the shed until the bolts have been removed at the old firehouse.

Chairman Mahler provided a building report:

Outlets in the floor need to be fixed; blower went on the heat, and it's the second time it blew out-will request an extra be available; the door for the EMS will be installed soon; there is a plaque from the volunteers and would like to find a location for it. Commissioner Borsuk recommended placing plaque in training room. Chairman Mahler stated there was leakage on the EMS side of the building - Spiezle is designing a shroud on the inside to prevent leakage.

Attorney Shaklee stated the Township hasn't paid on change orders - about \$40,000 is due to FD#2. Attorney Shaklee will follow up with the Township.

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Chairman Mahler stated the strip of concrete in the back of the firehouse is cracked and now needs to be repaired. Santorini has been instructed to do as a fix, not a change order. The fix can be \$3,000 to \$4,000.

UPON MOTION MADE by Glenn Borsuk and seconded by Lawrence Reisch, the agenda meeting was adjourned at 7:33pm.

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 that 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: Firefighter Nuber.

There were no volunteer firefighters present.

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.

INTRODUCTION AND APPROVAL OF 2011 FIRE DISTRICT BUDGET

Commissioner Reisch distributed the 2011 Fire District budget to the board for review.

Commissioner Berkowitz read the Resolution introducing 2011 Fire District budget in the amount of \$3,390,350.00, with the amount to be raised by taxation of \$2,987,350.00. The tax rate is \$0.20940.

UPON MOTION MADE by Lawrence Reisch and seconded by Edward Mitnowsky the resolution introducing the 2011 budget was approved.

ROLL CALL: Aye Berkowitz

Aye Borsuk

Aye Mahler

Aye Mitnowsky

Aye Reisch

MINUTES

Chairman Mahler asked for a motion on the Minutes.

UPON MOTION MADE by Martin Berkowitz and seconded by Glenn Borsuk, a motion was adopted to approve the minutes of the November 10, 2010 agenda and regular meetings, as amended.

ROLL CALL: Aye Berkowitz

Aye Borsuk

Aye Mahler

Aye Mitnowsky

Aye Reisch

CLAIMS AGAINST THE BOARD

Commissioner Reisch reported:
General Operating Claims Total \$117,583.40
Capital Project Claims Total \$32,135.50
Net Payroll Claims Total \$ 81,554.59
Total Claims Against the Board \$231,273.59
November 13, 2010 - December 10, 2010

UPON MOTION MADE by Lawrence Reisch and seconded by Martin Berkowitz, claims against the Monroe Township Board of Fire Commissioners of District No. 2 were approved in the amount of \$231,273.59.

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 December 10, 2010:
Hudson City Savings Bank:

Unrestricted Funds	\$368,919.76
Restricted Funds	\$404,296.13
Capital Projects	\$119,981.03
Cash on Hand	\$170.00
Total Balance	\$893,366.92

MISCELLANEOUS

Commissioner Reisch reported that he met with Chief Carbin and they are not happy with Mr. McGrath of the insurance agency and the information being received.

Chief Carbin advised Mr. McGrath they are looking elsewhere for insurance agency. Commissioner Reisch would like a new insurance representative at the next commissioner meeting. Why should we be paying premiums on things we don’t have to? The entire policy is on a disc that Chief Carbin has possession of. Chairman Mahler feels it’s a good idea to invite the insurance representative to the next meeting, but not all board members are knowledgeable on type of questions to ask the agent. Commissioner Borsuk stated that the Chief and Commissioner Reisch already have a list of questions for the representative. Chairman Mahler feels the board should send a letter to insurance agent to appear at next regular meeting.

BUILDING COMMITTEE

Chairman Mahler asked Commissioner Borsuk to provide Chief Carbin’s update on the building.

Chief Carbin’s report:

- Software for Key-fob pending
- Shed move is complete, but waiting for bolts to be removed from old firehouse
- Pella window repaii completed this morning

Chairman Mahler stated that Attorney Shaklee will be looking into the concrete in back which needs to be repaired, who's at fault; and money coming from township.

Chairman Mahler stated there was supposed to be a menorah and Christmas tree up. Note from Chief Carbin stated they will be up tomorrow. Chairman Mahler stated Hanukah is over.

CORRESPONDENCE

Chairman Mahler asked if there was any correspondence to be read.

Commissioner Berkowitz read correspondence:

- Letter dated November 3rd from Concordia Homeowners Association in reply to the boards request for a presentation at Concordia. Commissioner Reisch stated Irwin Bialer is contact of Government Affairs Committee.
- Letter dated November 24th to Mr. Anderson of Concordia Shopping Center to place election signs at their entrance.

Chairman Mahler mentioned they received a letter from NJ Energy stating there are 30,000 kilowatts saved on the JCPL account - the district will begin getting the SRECS.

FIRE PREVENTION BUREAU REPORT

Chairman Mahler asked Commissioner Borsuk to review Chief Carbin's Monthly Fire Prevention Report.

Commissioner Borsuk highlighted some incidents and updates:

- 3 calls at Applegarth Fire house - phone line problem
- MVA near new firehouse
- Few building fires
- Chief Carbin is meeting with post office for postage on non-profit mailing
- Meeting with Sam Gudis to do a recording in the new firehouse
- January 18th @ 1pm is Waterside Villas presentation
- Command Vehicle has been dropped off
- Pierce is working on Specs for new tower
- Insurance agent has been notified to attend next meeting
- Testing to fill opening - 57 applications picked up; deadline this Friday, test is December 16th.
- Putting together Information for consultants on consolidation study

Commissioner Reisch asked if sick, personal and vacation time is up to date and would like Commissioner Borsuk to validate if there is any carry over with Chief Carbin. Commissioner Borsuk did meet with Chief Carbin and he is aware of board's latest information.

APPLEGARTH VOLUNTEER FIRE COMPANY

Chairman Mahler asked for the Applegarth Volunteer's report. There was no representation at meeting.

MEETING OPEN TO THE BOARD

Chairman Mahler asked Attorney Shaklee if anything needs to be added to the bottom of the new resolution for "Election to Commissioner". Attorney Shaklee stated it can include a signature line showing "in receipt of" the requirements for a commissioner for fire district #2.

Commissioner Borsuk will make addition of signature line and place on letterhead.

Chairman Mahler asked if the annual election location for voters that historically vote at Applegarth firehouse at 130 Applegarth Road should vote at the new firehouse February 19th. The board agrees voters should vote at the new firehouse. This would require a mailing go out to all voters in WARD 1 – District #14 and 15 (partially) and WARD 2 – Districts #4 (partially) and #10 to advise of new voting location.

A postcard mailing would be required to each voter, in districts noted above. The board reviewed the wording which will be on postcard. Recording Secretary will contact Township Clerk to obtain voter list for Applegarth firehouse. Commissioner Borsuk suggested the following wording for the postcard to Applegarth firehouse voters:

Attention: Important voter information for Monroe Fire district #2
For the election and vote of Saturday, February 19, 2011; from 2-9pm
Residents currently voting at the firehouse at 130 Applegarth Road, you will now be voting at the new firehouse & EMS facility at 10 Halsey Reed Road.

Upon Motion made by Glenn Borsuk and seconded by Martin Berkowitz, to change the polling location from 130 Applegarth Road to 10 Halsey Reed Road, and to send notification to those voters affected.

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

The 5X7 postcard for Applegarth voters and postage cost pending.

Commissioner Mitnowsky questioned if the board has the money to pay for the postcards. In 2010, the board had \$4000 for election costs. Commissioner Reisch stated there are funds for public relations and he wanted election costs placed there. In 2011, the budget has \$2000 for the election and \$17,000 for public relations.

Chairman Mahler stated the board will send out 5 ½ x 8 ½ full color postcard, which on both sides announces the new firehouse and what it means to residents. Commissioner Borsuk will revise the write up from Chairman Mahler. A new picture will be needed on the postcard as well. Bulk mail takes 3 days. Mailing should go out first week of February.

Township tax assessor would have all households; board of elections will only have list of registered voters.

Commissioner Reisch suggested to change the sign in front of Applegarth firehouse to state new voting location about 2 weeks prior to election. Asked Commissioner Borsuk to work on wording of the sign. Commissioner Reisch would also like Chief Carbin to work the day of voting and switch his days. Commissioner Borsuk clarified the board would like the Chief to work the entire election time of 2pm to 9pm.

Commissioner Reisch questioned when the letter to the communities to reserve a room for election voting. Recording secretary stated letters will be sent by this Friday, now that last polling location has been decided upon.

Commissioner Berkowitz distributed an article from the Clearbrook paper published by CRE (Clearbrook Residents for Education) Inc president Martha Gomez, which mentioned her feeling that fire districts should be consolidated.

Commissioner Reisch and Chairman Mahler suggested sending a letter to Mort Perlman, editor of Concordia, to publicize the election date of 2/19.

Chairman Mahler would like Commissioner Mitnowsky to assist with the election. Commissioner Mitnowsky agreed and mentioned he will be on vacation 2/6 to 2/13.

OPEN TO THE PUBLIC

Chairman Mahler opened the meeting to the public. There was no discussion from the public.

CLOSED SESSION

Chairman Mahler announced no need for 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 9:20pm.

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