

TOWNSHIP OF MONROE
Board of Fire Commissioners
Fire District No. 2
Minutes of the Agenda and Regular Meetings
Wednesday, March 11, 2015

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, EMS, police and military, who have died in the performance of their duties.

UPON ROLL CALL made by Commissioner Jason Martin, the following members of the Monroe Township Board of Fire Commissioners of District No. 2 were present: Martin Berkowitz, Glenn Borsuk, Maurice Mahler, Jason Martin. Edward Mitnowsky will be arriving late.

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

There was one career firefighter present: Chief Carbin.

There were no volunteer/support 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 newspaper, posted on the bulletin board of the Office of the Township Clerk and twelve public locations, and notices sent to those requesting such.

AGENDA MEETING

Chairman Mahler stated the Reorganization will take place at the Regular meeting.

Chairman Mahler asked the board to review the minutes. Commissioner Borsuk had grammatical corrections.

Chairman Mahler asked the board to Review claims against the board. Commissioner Borsuk asked if the two poll takers that didn't show up to the Ponds had checks voided. Commissioner Martin stated those checks were voided. Another poll taker will be getting their check this week.

Chairman Mahler mentioned the board hasn't received any SREC checks recently and he will call the contact tomorrow.

UPON MOTION MADE by Jason Martin and seconded by Martin Berkowitz, the agenda meeting was adjourned at 7:13pm.

ROLL CALL: Aye Berkowitz

Aye Borsuk

Aye Mahler

Aye Martin

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, EMS, police and military, who have died in the performance of their duties.

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

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

There was one career firefighter present: Chief Carbin.

There were no volunteer/support firefighters present.

There was one member of the public present: Bob McGee.

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

Chairman Mahler thanked everyone for all their hard work at the election.

REORGANIZATION MEETING

Chairman Mahler asked Board Attorney Shaklee to swear him in as the elected commissioner. Board Attorney Shaklee swore in the elected Commissioner Maurice Mahler.

UPON MOTION MADE by Martin Berkowitz and seconded by Glenn Borsuk, Maurice Mahler was nominated for the position of Chairman of the Board of Fire Commissioners of District No. 2.

ROLL CALL: Aye Berkowitz

Aye Borsuk

Aye Mahler

Aye Martin

Aye Mitnowsky

Chairman Mahler asked for the results of the election. The Recording Secretary announced the results of the election for the budget– 104 Yes; 37 No.

UPON MOTION MADE by Jason Martin and seconded by Martin Berkowitz, Glenn Borsuk was nominated for the position of Vice Chairman of the Board of Fire Commissioners of District No. 2.

ROLL CALL: Aye Berkowitz

Recuse Borsuk

Aye Mahler

Aye Martin

Aye Mitnowsky

UPON MOTION MADE by Glenn Borsuk and seconded by Martin Berkowitz, Jason Martin was nominated for the position of Secretary of the Board of Fire Commissioners of District No. 2.

ROLL CALL: Aye Berkowitz

Aye Borsuk

Aye Mahler

Aye Martin

Aye Mitnowsky

UPON MOTION MADE by Glenn Borsuk and seconded by Jason Martin, Martin Berkowitz was nominated for the position of Treasurer of the Board of Fire Commissioners of District No. 2.

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

UPON MOTION MADE by Jason Martin and seconded by Martin Berkowitz, Ed Mitnowsky was nominated for the position of Assistant Secretary/Treasurer of the Board of Fire Commissioners of District No. 2.

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

UPON MOTION MADE by Glenn Borsuk and seconded by Martin Berkowitz, Richard J. Shaklee, Esquire, of the firm McLaughlin, Stauffer & Shaklee, P.C. appointed as board attorney for the term expiring 2016.

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

UPON MOTION MADE by Martin Berkowitz and seconded by Jason Martin, a Resolution was adopted appointing Valerie Cier as Recording Secretary of the Board of Fire Commissioners of Fire District No. 2 for a term expiring at the 2016 reorganization meeting.

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

UPON MOTION MADE by Martin Berkowitz and seconded by Ed Mitnowsky, a Resolution was adopted appointing Furey and Company. P.C. as Board Accountant/Auditor for the Board of Fire Commissioners of District No. 2 for a term expiring at the 2016 reorganization meeting.

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

UPON MOTION MADE by Maurice Mahler and seconded by Jason Martin, a Resolution was adopted establishing the Home News and Star Ledger and/or Cranbury Press, as needed, as the official newspapers, of the Board of Fire Commissioners of District 2, expiring at the 2016 reorganization meeting.

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

Chairman Mahler informed the Board of the need for designating official depositories of monies and funds of the Board of Fire Commissioners of District No. 2. Attorney Shaklee advised there are two resolutions authorizing opening an account with Hudson City Saving Bank, one for the General Fund and one for the Capital Account.

UPON MOTION MADE by Glenn Borsuk and seconded by Martin Berkowitz, a Resolution was adopted designating Hudson City Savings Bank, in Monroe Township, and any other institution deemed necessary by the Treasurer, as the official depositories of monies and funds of the Board of Fire Commissioners of District No. 2, expiring at the 2016 reorganization meeting; and the resolutions for the general and capital accounts.

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

Chairman Mahler informed the Board of the need for establishing compensation for members of the Board of Fire Commissioners of District 2.

UPON MOTION MADE by Glenn Borsuk and seconded by Martin Berkowitz, a Resolution was adopted establishing compensation to remain the same as last year for members of the Board of Fire Commissioners of District No. 2, expiring at the 2016 reorganization meeting.

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

Chairman Mahler informed the Board of the need to adopt a Resolution authorizing the Board Treasurer to establish, close and maintain bank accounts.

UPON MOTION MADE by Jason Martin and seconded by Glenn Borsuk, a Resolution was adopted authorizing the Board Treasurer to establish, close and maintain bank accounts for the Board of Fire Commissioners of District No. 2, expiring at the 2016 reorganization meeting.

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

Chairman Mahler informed the Board a Resolution was needed designating the polling locations of the 2015 Annual Election.

The Board had discussion on reconsidering the use of multiple polling locations until more research is done on the mail in vote option.

UPON MOTION MADE by Glenn Borsuk and seconded by Jason Martin, to table the Resolution designating the polling locations for the 2016 Annual Election.

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

Chairman Mahler explained to the public that the Board may transition to do mail in ballots and have one polling location at the firehouse.

Chairman Mahler informed the Board of the need for a Resolution recognizing Applegarth Volunteer Engine Company No. 1, Inc. as supplement to the paid fire fighters for Fire District No. 2.

UPON MOTION MADE by Martin Berkowitz and seconded by Ed Mitnowsky, a Resolution was adopted recognizing Applegarth Volunteer Engine Company No. 1, Inc. as supplement to paid fire fighters for Fire District No. 2, expiring at the 2016 reorganization meeting.

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

Chairman Mahler informed the Board of a need to adopt a Resolution establishing date, time and place of monthly meetings for Fire District No. 2.

UPON MOTION MADE by Glenn Borsuk and seconded by Martin Berkowitz, a Resolution was adopted establishing date, time and place of monthly meetings for Fire District No. 2.

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

Chairman Mahler informed the Board of the need for a Resolution designating signatures on bond for Fire District No. 2.

UPON MOTION MADE by Glenn Borsuk and seconded by Martin Berkowitz, a Resolution was adopted designating signatures on the bond for Fire District No. 2, expiring at the 2016 reorganization meeting.

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

Chairman Mahler informed the Board of the need for a Resolution establishing compensation for the Recording Secretary.

UPON MOTION MADE by Glenn Borsuk and seconded by Jason Martin, a Resolution was adopted for the compensation of Valerie Cier, Recording Secretary, with an increase of \$250 per year, for the term expiring 2016.

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

Chairman Mahler informed the Board of the need for a Resolution establishing compensation for the Board Attorney.

Attorney Shaklee requested an increase of \$5/hour since it's been a few years since the last increase.

UPON MOTION MADE by Glenn Borsuk and seconded by Martin Berkowitz, a Resolution was adopted for the compensation of Board Attorney Richard Shaklee, of McLaughlin, Stauffer, & Shaklee P.C., to increase to \$155 per hour, for the term expiring 2016.

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

Chairman Mahler informed the Board of the need for a Resolution establishing compensation for the Board Accountant/Auditor.

UPON MOTION MADE by Glenn Borsuk and seconded by Martin Berkowitz, a Resolution was adopted for the compensation of Board Accountant/Auditor, Furey and Company, P.C., to remain the same as last year, for the term expiring 2016.

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

Board Attorney Shaklee stated agenda items numbered 54-59 can be handled together as one motion.

UPON MOTION MADE by Jason Martin and seconded by Glenn Borsuk, a Resolution was adopted for the following: Board Treasurer/Assistant Board Treasurer make timely payments; establishing fees for electronic copies; request for district taxes; certifying amount of money voted at annual election to Monroe Township tax assessor, and Commissioner Berkowitz remain as liaison between board and paid department.

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

Chairman Mahler announced the reorganization portion of the meeting has been completed and the regular meeting would continue.

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 February 11, 2015 agenda and regular meetings, as amended.

ROLL CALL: Aye Berkowitz

Aye Borsuk

Aye Mahler

Aye Martin

Aye Mitnowsky

CLAIMS AGAINST THE BOARD

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

Commissioner Berkowitz read the report:

General Operating Claims Total \$161,808.08

Net Payroll Claims Total \$ 74,332.57

Total Claims Against the Board \$236,140.65

Period ending March 13, 2015

UPON MOTION MADE by Jason Martin and seconded by Ed Mitnowsky, claims against the Monroe Township Board of Fire Commissioners of District No. 2 were approved in the amount of \$236,140.65.

ROLL CALL: Aye Berkowitz

Aye Borsuk

Aye Mahler

Aye Martin

Aye Mitnowsky

TREASURER'S REPORT

Chairman Mahler asked for the treasurer's report.

Commissioner Berkowitz reported the following as of March 13, 2015.

Hudson City Savings Bank:

Undesignated Funds \$697,593.15

Designated Funds \$168,789.33

Total Balance \$866,382.48

CORRESPONDENCE

Chairman Mahler asked for the correspondence to be read. Commissioner Martin had no correspondence.

FIRE PREVENTION BUREAU REPORT

Chairman Mahler asked for the Fire Prevention Report.

Chief Carbin reported the following:

- Training on ITLS and volunteers did their mandatory training in February
- Large number of calls for the month (109) – several calls of significance reviewed
- Command vehicle will be fixed within the next 2 weeks.
- Is a resolution needed to sign the contract for HGAC (Houston Galveston Area Council)? Board Attorney Shaklee suggested a motion to execute appointing a board member to act on behalf of the board for the HGAC contract. Commissioner Martin will act on behalf of the board.

UPON MOTION MADE by Jason Martin and seconded by Glenn Borsuk, to execute the HGAC 2015 contract, subject to attorney review, on behalf of the Monroe Township Board of Fire Commissioners of District No. 2.

ROLL CALL: Aye Berkowitz

Aye Borsuk

Aye Mahler

Aye Martin

Aye Mitnowsky

- Chief Carbin stated there were 32 NJ departments that purchased trucks from HGAC. \$150,000 is in the budget already for the Engine down payment. Get a least from HGAC. Is a bond for additional funds needed and/or a special vote for engine? The board would put bids through HGAC. Specs are done for Pierce truck. Bids would go through HGAC. Attorney Shaklee will call Chief Carbin to review timing for the \$600,000 is needed.
- Reserve tower-company that was going to purchase it, the deal fell through, but Chief Carbin found another purchaser to sell at a slightly lower value. Does the board have to re-advertise? Attorney Shaklee stated there are two provisions- if no bids are received after advertising, you can sell at a private sale at fair value. Sell it private if no less than estimated fair value. You don't have to advertise if selling to state or contracting unit. Attorney Shaklee will need to see if that includes out of state contracting unit. Chief Carbin stated the purchaser is in PA. Commissioner Borsuk clarified they can sell it to them without advertising.

UPON MOTION MADE by Glenn Borsuk and seconded by Martin Berkowitz, permitting the sale of the 1995 Baker Aerialscope to Exeter, PA fire department, or other qualified buyer, for a price no less than \$78,000, in an as in condition with no warranty.

ROLL CALL: Aye Berkowitz

Aye Borsuk

Aye Mahler

Aye Martin

Aye Mitnowsky

APPLEGARTH VOLUNTEER FIRE COMPANY

Chairman Mahler wanted to thank the volunteers for the invitation and hosting a wonderful installation dinner.

MEETING OPEN TO THE BOARD

Commissioner Borsuk would like to upgrade his cell phone since it's overdue and not working properly.

UPON MOTION MADE by Jason Martin and seconded by Ed Mitnowsky, for Vice Chairman Borsuk obtain eligible Verizon smart phone upgrade of his choosing.

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

MEETING OPEN TO THE PUBLIC

Chairman Mahler opened the meeting to the public. Mr. McGee asked about the trucks being sold. He thought there were 2 trucks being sold. Commissioner Borsuk clarified that there are actually 3 trucks being sold:

- Tower
- Engine (will go out when new one comes in)
- Pickup

In addition, there will be a new "used" engine for volunteers. The one the volunteers have now will be used as a reserve.

Chairman Mahler stated you can grants for new trucks if everything you own have round headlights.

MEETING RE-OPENED TO THE BOARD

Commissioner Borsuk read the resolution created for the sale of the 1995 Baker Aerialscope.

UPON MOTION MADE by Glenn Borsuk and seconded by Martin Berkowitz, on the resolution for the sale of the 1995 Baker Aerialscope to Exeter, PA fire department, or other qualified buyer, for a price no less than \$78,000, in an as in condition with no warranty.

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

Chief Carbin reported the old 575 pickup (1995 Ford F250) needs to be replaced and now is at volunteer firehouse. There will need to be a notice to sell advertised in the paper, and open the sealed bids on April 8th. Attorney Shaklee clarified that this will need to be advertised.

UPON MOTION MADE by Glenn Borsuk and seconded by Jason Martin, on the resolution for the sale of the 1995 Ford F 250 pickup with a Meyers snow plow, for a price no less than \$500, in an as in condition with no warranty.

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

Chief Carbin reported that Deputy Chief and Assistant Deputy Chief went to PA to look at a used fire apparatus. The funds have been appropriated. This would be the replacement engine, and the funds are in budget already. They will be going back out to PA to look at it again. Commissioner Borsuk stated they are asking \$250,000 for a 2008 Toyne engine. They are selling because it's too big for their area. It's 5 feet longer than their current engine with 15,800 miles. They are not looking to spend \$250,000.

Chief Carbin asked if they give them a counter offer does Commissioner Borsuk need approval from board? Attorney Shaklee stated the board can make a resolution for board to approve purchasing the apparatus up to a certain amount. This is replacing the engine in volunteer firehouse.

UPON MOTION MADE by Glenn Borsuk and seconded by Martin Berkowitz, to authorize Commissioner Borsuk to bid on the 2008 Toyne fire apparatus at William Penn Fire Department for an amount not to exceed \$220,000.

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

Chief Carbin reported that all fire department radios will be reprogrammed for the township frequencies on Friday. Monmouth County frequencies are also going under change and the Chief is working on having those programmed. The Mercer county frequencies have to be finished and reprogrammed.

CLOSED SESSION

Chairman Mahler stated there was no need for a closed 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.

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

JASON MARTIN
Board Secretary
MAURICE MAHLER
Chairman

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

PREPARED BY: Val Cier