

TOWNSHIP OF MONROE
Board of Fire Commissioners
Fire District No. 2
Minutes of the Agenda and Regular Meetings
Wednesday, March 13, 2013

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 7:05 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 Val Cier, Recording Secretary.

There were no career firefighters present.

There were no volunteer/support firefighters present.

There was one member of the public present: Charles Verasca

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 Borsuk and Reisch had corrections to various pages of the minutes.

Chairman Mahler asked the board to review the claims against the board. Commissioner Mitnowsky mentioned that the heat bill was \$1700 at Applegarth firehouse (page 2). It went down from last month but it's still high. Commissioner Borsuk stated the heat is set there at 60 degrees.

Chairman Mahler stated he has some correspondence: Email sent to Mr. Profaci, of the township, and received a reply on the rules for posting election signs. Commissioner Borsuk stated the signs were not legal because they must be on private property, not in the public right of way. Commissioner Mitnowsky said he had 2 signs on Encore property and the police took down his election signs.

Chairman Mahler stated that Attorney Shaklee wrote a letter to James Vokal and to the County Clerk on the continuing issue of voters coming to the firehouse and their name is not on election registry. Mr. Vokal called Attorney Shaklee to advise they were having a meeting with the municipality and districts to correct. Attorney Shaklee told him to consult with the township tax accessor to get the proper fire district. Commissioner Borsuk reported everyone north of Rt. 33, that should have voted at the firehouse, were missing on the voter registration list. Chairman Mahler requested the board send the information we OPRA from the tax accessor and send it to the County. Chief Carbin will send what he has to Attorney Shaklee and he can send to the County.

Chairman Mahler state there is a plaque going on the truck at the end of the month. Commissioners will dress in uniform for pictures.

Chairman Mahler reported there will not be a closed session tonight.

UPON MOTION MADE by Glenn Borsuk and seconded by Martin Berkowitz, the agenda meeting was adjourned at 7:26pm.

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 7:31 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 no career firefighters present.

There were no volunteer/support firefighters present.

There was one member of the public present: Charles Verasca

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.

REORGANIZATION MEETING

Chairman Mahler asked Board Attorney Shaklee to swear in the re-elected commissioners. Board Attorney Shaklee swore in the re-elected Commissioners Glenn Borsuk and Ed Mitnowsky.

UPON MOTION MADE by Lawrence Reisch and seconded by Ed Mitnowsky, 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 Mitnowsky
Aye Reisch

Chairman Mahler asked for the results of the election. Commissioner Berkowitz announced the results of the election for the budget— 194 Yes; 81 No.

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

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

UPON MOTION MADE by Martin Berkowitz and seconded by Lawrence Reisch, Ed Mitnowsky 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 Mitnowsky
Aye Reisch

UPON MOTION MADE by Glenn Borsuk and seconded by Martin Berkowitz, Lawrence Reisch 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 Mitnowsky
Aye Reisch

UPON MOTION MADE by Lawrence Reisch and seconded by Ed Mitnowsky, Martin Berkowitz 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 Mitnowsky
Aye Reisch

UPON MOTION MADE by Maurice Mahler and seconded by Lawrence Reisch, Richard J. Shaklee, Esquire, of the firm McLaughlin, Stauffer & Shaklee, P.C. appointed as board attorney for the term expiring 2014.

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

UPON MOTION MADE by Glenn Borsuk and seconded by Martin Berkowitz, 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 2014 reorganization meeting.

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

UPON MOTION MADE by Lawrence Reisch 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 2014 reorganization meeting.

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

UPON MOTION MADE by Glenn Borsuk and seconded by Martin Berkowitz, a Resolution was adopted establishing the Home News and Star Ledger as the official newspapers, and Cranbury Press when needed, of the Board of Fire Commissioners of District 2, expiring at the 2014 reorganization meeting.

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

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.

UPON MOTION MADE by Lawrence Reisch and seconded by Glenn Borsuk, 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 2014 reorganization meeting.

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

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 Martin Berkowitz and seconded by Glenn Borsuk, 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 2014 reorganization meeting.

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

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 Lawrence Reisch and seconded by Martin Berkowitz, 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 2014 reorganization meeting.

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

Chairman Mahler informed the Board a Resolution was needed designating the polling locations of the 2014 Annual Election.

UPON MOTION MADE by Lawrence Reisch and seconded by Martin Berkowitz, a Resolution was adopted designating the polling locations for the 2014 Annual Election.

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

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 Glenn Borsuk and seconded by Lawrence Reisch, 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 2014 reorganization meeting.

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

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 Maurice Mahler and seconded by Glenn Borsuk, 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 Mitnowsky
Aye Reisch

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 Maurice Mahler, a Resolution was adopted designating signatures on the bond for Fire District No. 2, expiring at the 2014 reorganization meeting.

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

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

UPON MOTION MADE by Lawrence Reisch and seconded by Glenn Borsuk, a Resolution was adopted for the compensation of Board Attorney Richard Shaklee, of McLaughlin, Stauffer, & Shaklee P.C., to remain the same as last year, for the term expiring 2014.

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

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

UPON MOTION MADE by Lawrence Reisch and seconded by Glenn Borsuk, 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 2014.

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

Chairman Mahler informed the Board of the need to adopt a Resolution authorizing Board Treasurer and/or Assistant Board Treasurer to make timely payments.

UPON MOTION MADE by Glenn Borsuk and seconded by Maurice Mahler, a Resolution was adopted authorizing the Board Treasurer and/or Assistant Board Treasurer to make timely payments.

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

Chairman Mahler informed the Board of the need to adopt a Resolution for establishing fees for copies.

UPON MOTION MADE by Maurice Mahler and seconded by Glenn Borsuk, a Resolution was adopted for establishing fees for electronic copies.

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

Chairman Mahler informed the Board of the need to adopt a Resolution requesting district taxes.

UPON MOTION MADE by Maurice Mahler and seconded by Lawrence Reisch, a Resolution was adopted to request for district taxes.

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

Chairman Mahler informed the Board of the need to adopt a Resolution certifying the amount of money voted at the annual election to Monroe Township tax assessor.

UPON MOTION MADE by Maurice Mahler and seconded by Lawrence Reisch, a Resolution certifying the amount of money voted at the annual election to Monroe Township tax assessor.

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

Chairman Mahler announced the need to appoint a Liaison to the paid department and Commissioner Berkowitz will remain in this position.

UPON MOTION MADE by Glenn Borsuk and seconded by Lawrence Reisch, a Resolution was adopted appointing Martin Berkowitz as a liaison to the paid department.

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

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 Lawrence Reisch, a motion was adopted to approve the minutes of the February 13, 2013 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 \$100,465.77
Capital Project Claims Total \$0.00
Net Payroll Claims Total \$105,083.46
Total Claims Against the Board \$205,549.23
February 14, 2013 – March 15, 2013

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 \$205,549.23

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 March 13, 2013

Hudson City Savings Bank:
Unrestricted Funds \$400,057.38
Restricted Funds \$246,080.15
Capital Projects \$22,634.81
Cash on Hand \$170.00
Total Balance \$668,942.34

CORRESPONDENCE

Chairman Mahler reported that correspondence was read at the agenda meeting.

FIRE PREVENTION BUREAU REPORT

Chairman Mahler asked for the Fire Prevention Report.

Chief Carbin reported on the following:

- Continuing training courses online
- 32 smoke detector tests and 11 permits
- Check from FEMA for \$25,993.00 was received (put in request for \$69,000.00)-for generator operation/apparatus and overtime
- Mr. Borsuk and Mr. Fernicola top responders for volunteers
- Replacing lights on 57-2
- Floor manufacturer was at firehouse last Saturday
- Received an audit for the 2011 grant year. Chief will send into FEMA.
- Budget was sent to Board Accountant, Wayne Hamilton, and a copy to the Mayor

- Requested to have a copy of all the Board Resolutions in a Binder at the Firehouse

APPLEGARTH VOLUNTEER FIRE COMPANY

Volunteers were not present to provide a report.

MEETING OPEN TO THE BOARD

Chairman Mahler stated there is a meeting on Monday afternoon with the League of Women Voters at the municipal building. Mrs. Banks wrote an article on behalf of the League of Women Voters. She was told by Wayne Hamilton not to write any articles on the Consolidation committee meetings. The article says the meeting is to talk about what was or wasn't done based on the report.

Chairman Mahler mentioned having the chiefs getting together to determine what the township chief requirements. Whoever is the new District 3 Chairman will need to be included in discussing the agreement that the township wants the boards to sign. Attorney Shaklee could only give advice to this board in an executive session since it pertains to contract negotiations.

Commissioner Borsuk and Commissioner Reisch stated an advertisement for a township chief wouldn't go out until there is an inter-local agreement. Chairman Mahler would like to have the chiefs get together to create a job description.

Commissioner Borsuk reported that Les Barta is the new District 3 chairman. Commissioner Reisch stated his understanding was that the township expects the boards to pick the township chief. Attorney Shaklee suggested doing the preliminary work on a job description. Chief Carbin stated the job description he wrote was sent to all three board chairmen and three chiefs and he received no feedback.

Chairman Mahler would like to setup a meeting with himself, Mr. Schwartz, Chief Carbin, Commissioner Reisch, Attorney Yossef, and Attorney Shaklee, to discuss the township agreement. Attorney Shaklee stated Mr. Barta read the township agreement, and suggested, before a meeting with the Attorney's on the terms, this board should discuss in executive session before meeting with the other two districts. Commissioner Borsuk stated this board needs to review the agreement to determine district 2 response and response to the letter from the township first. Then this board should meet with the other two districts.

Commissioner Reisch heard a rumor of district 2 & 3 combining. Commissioner Reisch would want the three chiefs to get together for the township chief job description. Chairman Mahler will talk to Mr. Barta at the end of the week.

Commissioner Borsuk stated the other two chiefs won't have anything more to add. The board needs to work on the response to letter to the township and have this board meet before meeting with other boards. The board can have an executive session next month. Let the reorganization meeting in district 3 to finish and give chiefs a chance to get together.

MEETING OPEN TO THE PUBLIC

Chairman Mahler opened the meeting to the public. Public had no questions.

ADJOURN

Chairman Mahler asked for a motion to adjourn.

UPON MOTION MADE by Glenn Borsuk and seconded by Lawrence Reisch, the meeting was adjourned.

ROLL CALL: Aye Berkowitz
Aye Borsuk
Aye Mahler

Agenda/Regular Meeting
March 13, 2013

Aye Mitnowsky
Aye Reisch

EDWARD MITNOWSKY
Board Secretary
MAURICE MAHLER
Chairman

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