

TOWNSHIP OF MONROE
Board of Fire Commissioners
Fire District No. 2
Minutes of the Reorganization and Regular Meeting
Wednesday, March 14, 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, Reorganization and Regular Meeting.

Chairman Mahler called the agenda meeting to order with a Salute to the Flag at 7:00 pm.

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.

There was one paid firefighters present: Chief Carbin

There were three volunteer/support firefighters present: Mel Nudelman, Jason Martin, and Norman Olinsky.

There were three members of the public present: Charlie DiPierro, Michael C. Konowicz and Howard Dower.

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 notices sent to those requesting such.

AGENDA MEETING

Chairman Mahler stated the resolutions will be done during the regular meeting and it will be done as one motion to fill board positions.

Commissioner Reisch reported the board did not get the quarterly check of \$700k or the insurance money from the Township.

Chairman Mahler asked if there were any correction to the minutes. Commissioner Reisch, Borsuk and Berkowitz had various grammatical corrections.

Chairman Mahler asked the board to review the claims against the board. Commissioner Borsuk reported on Page 1 of claims there is a duplicate payment of electrical bill. Chief Carbin will pull one of the payments. Page 2 is a finance charge for Home Depot because the bill came in after the last meeting. Chief Carbin will call Home Depot to discuss.

Commissioner Reisch question page 2 for the heating bill - is \$1700 a normal amount? Chief Carbin reported they were doing construction at Applegarth and had the heat up for the paint and such to dry.

Chairman Mahler asked for correspondence. Commissioner Berkowitz did send a letter out to James Vokral.

Chairman Mahler reported there will be a closed session tonight.

Chief Carbin reported on the building, and the leak was fixed on the gutter. All items are fixed except for the leak over the bay door.

Commissioner Berkowitz received a letter from the state of NJ Department of Community affairs. They wanted a copy of the budget. Commissioner Berkowitz sent the information requested to the state, and a copy of the ballot.

Chairman Mahler asked for a motion to adjourn.

UPON MOTION MADE by Maurice Mahler and seconded by Glenn Borsuk, the agenda meeting was

adjourned.

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, Ed Mitnowsky and Lawrence Reisch.

ALSO PRESENT: Board Attorney Richard J. Shaklee, Esquire.

There was one paid firefighter present: Chief Carbin

There were three volunteer/support firefighters present. Mel Nudelman, Jason Martin, and Norman Olinsky

There were three members of the public present: Charlie DiPierro, Michael C. Konowicz and Howard Dower.

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 notices sent to those requesting such.

REORGANIZATION MEETING

Chairman Mahler polled the board to confirm members would like to stay in remaining position. Members of the Board were in agreement to stay in remaining positions.

Board Attorney Shaklee swore in the re-elected Commissioner Maurice Mahler.

Motion on consent agenda for item numbered 7-22, of the agenda.

UPON MOTION MADE by Lawrence Reisch and seconded by Glenn Borsuk, to do a consent agenda for all Resolutions on board positions to remain as is from immediate prior year, and to name and list positions: Chairman-Maurice Mahler; Vice Chairman-Glenn Borsuk; Secretary-Martin Berkowitz; Treasurer-Lawrence Reisch; Assistant Secretary/Treasurer-Edward Mitnowsky.

ROLL CALL: Aye Berkowitz

Aye Borsuk

Aye Mahler

Aye Mitnowsky

Aye Reisch

Attorney Shaklee stated agenda items numbered 23-25 can be handled together for nominations of Board Attorney.

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 2013.

ROLL CALL: Aye Berkowitz

Aye Borsuk

Aye Mahler

Aye Mitnowsky

Aye Reisch

Attorney Shaklee stated agenda items numbered 26-28 can be handled together for nominations for the position of Recording Secretary.

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 2013 reorganization meeting.

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

Attorney Shaklee stated agenda items numbered 29-31 can be handled together for nominations for the position of Board Accountant/Auditor.

UPON MOTION MADE by Lawrence Reisch and seconded by Glenn Borsuk, 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 2013 reorganization meeting.

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

Chairman Mahler informed the Board of the need to establish official Board newspapers, with the change of eliminating Cranbury Press and adding the Star Ledger. Commissioner Reisch suggested adding the Star Ledger to the existing two papers. Attorney Shaklee stated the board needs to have two newspapers circulating in the district.

UPON MOTION MADE by Glenn Borsuk and seconded by Lawrence Reisch, 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 2013 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 2013 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 Lawrence Reisch 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 2013 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 Glenn Borsuk 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 2013 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 2013 Annual Election.

UPON MOTION MADE by Edward Mitnowsky and seconded by Martin Berkowitz, a Resolution was adopted designating the polling locations for the 2013 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 Martin Berkowitz, 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 2013 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 Edward Mitnowsky 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 Martin Berkowitz, a Resolution was adopted designating signatures on the bond for Fire District No. 2, expiring at the 2013 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.

Attorney Shaklee stated it's been 2 years since his last increase. He is asking for an increase of \$5.00 per hour, so it would be \$150 an hour.

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., with an increase of \$5.00, for the term expiring 2013.

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.

Commissioner Reisch stated the board will increase compensation for the Board Accountant/Auditor to \$2,750.00/month, a \$100 increase per month. It will be in effect in board under current structure.

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., with a monthly compensation of \$2,750.00, for the term expiring 2013.

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 Martin Berkowitz, 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

Attorney Shaklee stated agenda items numbered 54-56 can be handled together as one motion.

UPON MOTION MADE by Glenn Borsuk and seconded by Martin Berkowitz, a Resolution was adopted for the following: establishing fees for electronic copies; request for district taxes; certifying amount of money voted at 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 Ed Mitnowsky and seconded by Glenn Borsuk, a Resolution was adopted appointing a liaison to the paid department and what the liaison is empowered to do.

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

A Motion was considered on the Minutes, with corrections stated in the agenda meeting.

UPON MOTION MADE by Glenn Borsuk and seconded by Martin Berkowitz, a motion was adopted to approve the minutes, as amended, of the February 8, 2011 agenda and regular meeting.

ROLL CALL: Aye Berkowitz

Aye Borsuk

Aye Mahler

Aye Mitnowsky

Aye Reisch

CLAIMS AGAINST THE BOARD

Chairman Mahler asked for the motion on the claims against the board.

Commissioner Reisch read the report:

General Operating Claims Total	\$128,676.58	
Capital Project Claims Total		\$0.00
Net Payroll Claims Total	\$70,597.83	
Total Claims Against the Board	\$199,274.41	

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Commissioner Borsuk stated the claims will be reduced by \$283.09 based on the items mentioned in the agenda meeting.

UPON MOTION MADE by Glenn Borsuk and seconded by Martin Berkowitz, claims against the Monroe Township Board of Fire Commissioners of District No. 2 were approved in the amount of \$198,991.32.

ROLL CALL: Aye Berkowitz

Aye Borsuk

Aye Mahler

Aye Mitnowsky

Aye Reisch

TREASURY REPORT

Chairman Mahler asked for the treasurer's report.

Commissioner Reisch reported the following as of March 14, 2012.

Hudson City Savings Bank:

Unrestricted Funds	\$388,451.36
Restricted Funds	\$245,989.83
Capital Projects	\$58,054.41
Cash on Hand	\$170.00
Total Balance	\$692,665.60

CORRESPONDENCE

Chairman Mahler asked if there was any correspondence to be read. Commissioner Berkowitz stated there was no additional correspondence to be read.

FIRE PREVENTION BUREAU REPORT

Chairman Mahler asked for the Fire Prevention Report. Chief Carbin reviewed the Fire Prevention Bureau and Paid Department, distributed to the Board for review. Chief Carbin mentioned:

- Inspections are now increasing/Smoke detector tests went up
- Reviewed incidents
- Pre-connected hydraulic line sprayed mist in firefighters eyes at incident and firefighter had eyes

- washed out as precaution
- Dan Medina and Glenn Borsuk top responders for volunteers
- New business coming in town and there will be a walkthrough by all departments. Chairman Mahler mentioned that Mr. Riggs was speaking about the slowness of the Senior Center opening. Chief Carbin said it was supposed to be opening in April, but it was pushed back until May.
- Thanks to Jason Martin – situation occurred with no internet/phones, which he helped resolve (had to have Pro-Media come in). Mr. Martin was here for 3 days. The board thanked Mr. Martin for his assistance. Mr. Martin said the board needs to remove Pro-Media and get something for maintenance.
- Need a motion to replace the current fire prevention vehicle with funds allocated last year.

UPON MOTION MADE by Glenn Borsuk and seconded by Martin Berkowitz, to purchase a 2011 Chevy Tahoe from the state contract in an amount not to exceed \$30,000.

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

MEETING OPEN TO THE BOARD

Commissioner Reisch would like to request an increase for Recording Secretary, Val Cier, based on her formal request, and two readings are needed for compensation for an effective date of April 1, 2012. Commissioner Reisch requested the Recording Secretary an increase in compensation from \$7250/year to \$7500 per year.

UPON MOTION MADE by Lawrence Reisch and seconded by Glenn Borsuk, a Resolution was adopted for an increase in compensation of Recording Secretary Val Cier.

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

APPLEGARTH VOLUNTEER FIRE COMPANY REPORT

Chairman Mahler asked if there was a volunteer report.

Commissioner Borsuk reported that work at the firehouse is almost complete. The appliances will be delivered next Monday. Close to final amount with the insurance adjuster.

MEETING RE-OPENED TO THE BOARD

Commissioner Reisch stated the board was supposed to received quarterly tax payment, which is usually received around the 7th or 8th of the month. The Chief sent an email to Wayne Hamilton for the \$694k for the quarterly payment and the money reimbursement on the insurance. We usually have to request the difference between the old payment amount and new budget amount, which would be \$131,955.00. Recording secretary will confirm with Chief Carbin when the payment is made by township and mail out the letter to the township for the difference.

Attorney Shaklee read Board Accountants 2011 year end resolution & 2012 fund appropriation resolutions:

- Encumber \$175,000 of surplus from 2011 budget to cover 2011 expenditure that will be paid in 2012.

UPON MOTION MADE by Glenn Borsuk and seconded by Martin Berkowitz, the Resolution was adopted

ROLL CALL: Aye Berkowitz
Aye Borsuk

Aye Mahler
Aye Mitnowsky
Aye Reisch

- \$30,000 of the Building and Equipment Acquisition fund be appropriated to the 2012 budget to reduce monies need to be raised by taxation for capital projects.

UPON MOTION MADE by Martin Berkowitz and seconded by Lawrence Reisch, the Resolution was adopted

ROLL CALL: Aye Berkowitz

Aye Borsuk
Aye Mahler
Aye Mitnowsky
Aye Reisch

- \$200,000.00 of Unrestricted Surplus will be utilized in the 2012 Budget to offset the monies needed to be raised by taxation.

UPON MOTION MADE by Glenn Borsuk and seconded by Lawrence Reisch, the Resolution was adopted

ROLL CALL: Aye Berkowitz

Aye Borsuk
Aye Mahler
Aye Mitnowsky
Aye Reisch

- Any remaining surplus at the end of the 2011 budget year is to remain as unappropriated and unrestricted to maintain constant positive balance in the bank checking account.

UPON MOTION MADE by Glenn Borsuk and seconded by Martin Berkowitz, the Resolution was adopted

ROLL CALL: Aye Berkowitz

Aye Borsuk
Aye Mahler
Aye Mitnowsky
Aye Reisch

- Upon end of 2011 budget year there is an allowance to re-appropriate monies from line items in the budget that have surpluses to line items in the budget that have deficits.

UPON MOTION MADE by Glenn Borsuk and seconded by Martin Berkowitz, the Resolution was adopted

ROLL CALL: Aye Berkowitz

Aye Borsuk
Aye Mahler
Aye Mitnowsky
Aye Reisch

MEETING OPEN TO THE PUBLIC

Chairman Mahler opened the meeting to the public.

Mr. Nudelman asked about the monument. Chairman Mahler stated the monument has received the approval and is waiting for the welder to put spikes on the 9/11 artifact. Hope to have a ceremony in May. They may also have an American flag and eagle on the beam too, waiting to hear more on that.

Mr. Olinsky reported that he serves as a fire police officer in the volunteer organization. They have attended and completed fire service training course. To perform the duties, they should look professional and have proper equipment, training and drills. Mr. Olinsky put a request in for proper equipment and it's mandated by the state of NJ. The fire police officers should be provided protective gear, insurance, life insurance, etc. Who are the people they should be going to with these questions and funding- Deputy Chief Mark Davis, President Dennis Cronin, Chief Carbin? There is a meeting on March 19th to discuss fire police. There are 10 fire police and active.

Mr. Olinsky mentioned there was a fight at a parade they had to break up, but they have no equipment or radios.

Chairman Mahler stated this is the first the board is being approached regarding the fire police with the volunteers. Chairman Mahler stated they will need to come up with a budget at their meeting. Volunteers have funds.

Commissioner Reisch stated if this is a volunteer organization, they will be covered under volunteer insurance.

Commissioner Borsuk state the fire police are members of Applegarth Volunteer fire department, they are covered under the district, and covered for Liability. Accident and sickness policy is covered under same insurance as active firefighters. Life insurance is provided by the volunteer company for \$10k.

Chief Carbin stated one quote for equipment was received. Still waiting for the other two quotes- Fire store (quote received); Absolute; Task. Will go with lowest bid. Radios are at firehouse for use. Chairman Mahler stated that it doesn't preclude you from getting grants.

Chief Carbin stated to be recognized as fire police in Monroe township, an ordinance must be passed through town council. No one ever drew up ordinance. Chief Carbin can assist Mr. Olinsky with the ordinance.

Chairman Mahler asked Mr. Dipierro if their district has fire police. District 1 has fire police.

Mr. Dipierro asked why equipment isn't bought on state contract. Chief Carbin stated what they need is not on state contract list.

CLOSED SESSION

Chairman Mahler announced the need to hold an executive session for the purpose of collective bargaining contract negotiations.

UPON MOTION MADE by Glenn Borsuk and seconded by Martin Berkowitz, to hold an executive session for the purpose of consolidations.

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

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

APPROVED:

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

PREPARED BY: Valerie J. Cier