**TOWNSHIP OF MONROE**

**Board of Fire Commissioners**

**Fire District No. 2**

**Minutes of the Reorganization and Regular Meetings**

## Wednesday, March 13, 2019

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 Martin called the meeting to order with a Salute to the Flag at 7:00 pm. Chairman Martin asked for a moment of silence for all firefighters, EMS, police and military, who have died in the performance of their duties; including Jacob Ringenring, Joel Baynes, Thomas Nye, Branden Pierce, and Jason Byrd.

**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: Glenn Borsuk, Michael Frisch, Jason Martin, Robert McGee and Alan Tannenbaum.

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

There were four firefighters present with Chief Carbin.

There were no volunteer/support firefighters present.

There were many members of the public present.

Chairman Martin 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, Fire District #2 website @[www.station57.org](http://www.station57.org), and notices sent to those requesting such.

**INTRODUCTION OF NEWLY ELECTED COMMISSIONER**

Chairman Martin asked Board Attorney Shaklee to swear in the newly elected commissioners. Board Attorney Shaklee swore in the elected commissioners, Glenn Borsuk and Michael Frisch.

**REORGANIZATION MEETING**

Chairman Martin asked for a nomination for the position of Chairman of the Board of Fire Commissioners of District 2.Nomination of Jason Martin by Commissioner Borsuk, second Commissioner Frisch.

**UPON MOTION MADE** by Glenn Borsuk and seconded by Mike Frisch, to close nominations for Chairman and adopt the Resolution appointing Jason Martin for the position of Chairman of the Board of Fire Commissioners of District No. 2.

**ROLL CALL**: Aye Borsuk

 Aye Frisch

Aye Martin

 Aye McGee

 Aye Tannenbaum

Chairman Martin asked for a nomination for the position of Vice Chairman of the Board of Fire Commissioners of District 2.Nomination of Glenn Borsuk by Chairman Martin, seconded by Commissioner McGee.

**UPON MOTION MADE** by Jason Martin and seconded by Robert McGee, to close nominations for Vice Chairman and adopt the Resolution appointing Glenn Borsuk for the position of Vice Chairman of the Board of Fire Commissioners of District No. 2.

**ROLL CALL**: Aye Borsuk

 Aye Frisch

 Aye Martin

 Aye McGee

 Aye Tannenbaum

Chairman Martin asked for a nomination for the position of Secretary of the Board of Fire Commissioners of District 2.Nomination of Robert McGee by Commissioner Borsuk, seconded by Commissioner Frisch.

**UPON MOTION MADE** by Glenn Borsuk and seconded by Mike Frisch, to close nominations for Secretary and adopt the Resolution appointing Robert McGee for the position of Secretary of the Board of Fire Commissioners of District No. 2.

**ROLL CALL**: Aye Borsuk

 Aye Frisch

 Aye Martin

 Aye McGee

 Aye Tannenbaum

Chairman Martin asked for a nomination for the position of Treasurer of the Board of Fire Commissioners of District 2.Nomination of Mike Frisch by Commissioner Borsuk, seconded by Commissioner Tannenbaum.

**UPON MOTION MADE** by Glenn Borsuk and seconded by Alan Tannenbaum, to close nominations for Treasurer and adopt the Resolution appointing Mike Frisch for the position of Treasurer of the Board of Fire Commissioners of District No. 2.

**ROLL CALL**: Aye Borsuk

 Aye Frisch

 Aye Martin

 Aye McGee

 Aye Tannenbaum

Chairman Martin asked for a nomination for the position of Deputy Secretary/Treasurer of the Board of Fire Commissioners of District 2.Nomination of Alan Tannenbaum by Commissioner Frisch, seconded by Commissioner Borsuk.

**UPON MOTION MADE** by Mike Frisch and seconded by Glenn Borusk, to close nominations for Deputy Secretary/Treasurer and adopt the Resolution appointing Alan Tannenbaum for the position of Deputy Secretary/Treasurer of the Board of Fire Commissioners of District No. 2.

**ROLL CALL**: Aye Borsuk

 Aye Frisch

 Aye Martin

 Aye McGee

 Aye Tannenbaum

Chairman Martin read Resolution 19-0001 Appointing Board Positions.

**UPON MOTION MADE** by Glenn Borsuk and seconded by Mike Frisch to adopt Resolution 19-0001 Appointing Board Positions of Fire Commissioners of District No. 2.

**ROLL CALL**: Aye Borsuk

 Aye Frisch

 Aye Martin

 Aye McGee

 Aye Tannenbaum

Chairman Martin read the results of the election. Commissioner Martin announced the results of the election for the budget– 353 Yes; 243 No. Votes for elected commissioners Glenn Borsuk was 491; Michael Frisch was 545.

Chairman Martin asked for a nomination for the position of Board Attorney. Nomination of Richard J. Shaklee, Esquire, of the firm McLaughlin, Stauffer & Shaklee, P.C. by Commissioner Borsuk, seconded by Commissioner McGee.

**UPON MOTION MADE** by Glenn Borsuk and seconded by Robert McGee, Richard J. Shaklee, Esquire, of the firm McLaughlin, Stauffer & Shaklee, P.C. to close nominations for Board Attorney and adopt Resolution 19-0002 appointing Richard Shaklee as Board Attorney for the term expiring in 2020.

**ROLL CALL**: Aye Borsuk

 Aye Frisch

 Aye Martin

 Aye McGee

 Aye Tannenbaum

Chairman Martin asked for a nomination for the position of Recording Secretary. Nomination of Valerie Cier by Commissioner Borsuk, seconded by Commissioner Frisch.

**UPON MOTION MADE** by Glenn Borsuk and seconded by Mike Frisch, to close nominations for Recording Secretary and adopt Resolution 19-0003 appointing Valerie Cier as Recording Secretary of the Board of Fire Commissioners of Fire District No. 2 for a term expiring at the 2020 reorganization meeting.

**ROLL CALL**: Aye Borsuk

 Aye Frisch

 Aye Martin

 Aye McGee

 Aye Tannenbaum

Chairman Martin asked for a nomination for the position of Board Accountant/Auditor. Nomination of Furey and Company. P.C by Commissioner Borsuk, seconded by Commissioner McGee.

**UPON MOTION MADE** by Glenn Borsuk and seconded by Robert McGee, to close nominations for Board Accountant/Auditor and adopt Resolution 19-0004 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 2020 reorganization meeting.

**ROLL CALL**: Aye Borsuk

 Aye Frisch

 Aye Martin

 Aye McGee

 Aye Tannenbaum

Chairman Martin stated the reorganization resolutions 19-0005 to 19-0017 will be done as a consent agenda, handled together as one motion.

**UPON MOTION MADE** by Mike Frisch and seconded by Alan Tannenbaum, Resolutions were adopted for the following:

* Resolution 19-0005: Resolution Fixing the Time and Place of the Annual Election
* Resolution 19-0006: Resolution Designating Official Board Newspapers
* Resolution 19-0007: Resolution Designating Official Depositories of Monies and Funds
* Resolution 19-0008: Resolution Establishing Compensation for Members of the Board
* Resolution 19-0009: Resolution Establishing Compensation for Recording Secretary
* Resolution 19-0010: Resolution Establishing Compensation for Board Attorney
* Resolution 19-0011: Resolution Establishing Compensation for Board Accountant/Auditor
* Resolution 19-0012: Resolution Recognizing a Volunteer Fire Company as a Supplement to Career Staffing
* Resolution 19-0013: Resolution Establishing Time, Date and Location of Monthly Meetings
* Resolution 19-0014: Resolution Designating Signatures on the Bond for Fire Commissioners.
* Resolution 19-0015: Resolution Authorizing Board Treasurer/Deputy Treasurer to make Timely Payments
* Resolution 19-0016: Resolution Requesting District Taxes
* Resolution 19-0017: Resolution Certifying the Amount of Money Voted at the Annual Election to the Tax Assessor of the Township of Monroe

**ROLL CALL**: Aye Borsuk

 Aye Frisch

 Aye Martin

 Aye McGee

 Aye Tannenbaum

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

**MINUTES**

Chairman Martin asked for a motion on the Minutes. Commissioner Borsuk had one correction to the roll call.

**UPON MOTION MADE** by Mike Frisch and seconded by Alan Tannenbaum, a motion was adopted to approve the minutes of the February 13, 2019 regular meeting, as amended.

**ROLL CALL**: Aye Borsuk

Aye Frisch

 Aye Martin

 Aye McGee

 Aye Tannenbaum

**CLAIMS AGAINST THE BOARD & TREASURERS REPORT**

Chairman Martin asked the board to review the claims against the board and for the treasurer’s report.

Commissioner Frisch read the report:

General Operating Claims Total $165,282.65

Net Payroll Claims Total $ 93,197.95

Total Claims Against the Board $258,480.60

Period ending March 13, 2019

M&T Bank:

Undesignated Funds $1,149,381.54

Designated Funds $198,789.33

Total Balance $1,348,170.87

**UPON MOTION MADE** by Robert McGee and seconded by Glenn Borsuk, claims against the Monroe Township Board of Fire Commissioners of District No. 2 were approved in the amount of $258,480.60.

**ROLL CALL**: Aye Borsuk

Aye Frisch

 Aye Martin

 Aye McGee

 Aye Tannenbaum

**NEW BUSINESS**

Chairman Martin read the Resolution 19-0018, Resolution Approving the Order of a New Command Vehicle and Upfit Conversion. motion to adopt-mf/gb. roll call

**UPON MOTION MADE** by Mike Frisch and seconded by Glenn Borsuk, to approve the Resolution Approving the Order of a New Command Vehicle and Upfit Conversion.

**ROLL CALL**: Aye Borsuk

Aye Frisch

 Aye Martin

 Aye McGee

 Aye Tannenbaum

Chairman Martin stated the bill from the County for the handling of absentee ballots, postage, printing, office staff, etc. was extremely high. The one person available at the County during the election was a seperate bill. Attorney Shaklee will check statute on what the County can charge, and ask the County for backup documentation of the charges. Chairman Martin stated last year, having an office staff person on standby, was approximately $100.

Chairman Martin expressed concerns regarding voters getting an absentee ballot in the mail and only see $4 million on ballot, without understanding what it’s for and the true impact to them financially, it would be alarming. The board will need to do a better job educating the public. It would benefit to get a list of where the ballots went, and do a mailing this year, possibly bring back the Fire Wire, to explain the percentage breakdown and what they are paying for their fire tax. Chief Carbin stated the bulk mailing cost will have gone up since the Fire Wire was last sent, about 9 years ago.

Chairman Martin has been in touch with County Clerk and Board of Elections to submit a proposal to move the Fire election to the November election. The outstanding item is to resolve the one ward that is split between Districts 2&3. The Board is in agreement to move forward with pursuing moving to the November election. Attorney Shaklee stated the changes to district lines would have to be done by the Township. Chairman Martin asked if Attorney Shaklee will look into that statute regarding changing district lines.

Chairman Martin will look to have a bulk mailing go out-marketing and internet, by the next meeting.He asked the board to bring information to include in mailing,to target a June mailing.

**FIRE PREVENTION BUREAU REPORT**

Chairman Martin asked for the Fire Prevention Report.

Chief Carbin reported on the following:

* Driver training and road familiarization
* Inspections/smoke detectors
* Reviewed Incident Run Log
* Chief Carbin may need to report to the court on Monday for a 2014 fire
* Need to post for part-time Emergency Vehicle Technician - will send posting to Attorney Shaklee and board for review.

### APPLEGARTH VOLUNTEER FIRE COMPANY

Chairman Martin asked if there was anything to report from the volunteers.

Commissioner Borsuk reported there are 3 member going through firefighter training, and one Eagle Scout candidate working on props for fire department.

**MEETING OPEN TO THE PUBLIC**

Chairman Martin opened the meeting to the public. The public had no comments.

Commissioner Frisch congratulated Chief Carbin on becoming a Commissioner in Millstone, in 2 weeks. Board also congratulated the Chief.

**CLOSED SESSION**

Chairman Martin stated there was no need for an executive session.

**ADJOURN**

Chairman Martin asked for a motion to adjourn.

**UPON MOTION MADE** by Glenn Borsuk and seconded by Robert McGee, the meeting was adjourned.

**ROLL CALL**: Aye Borsuk

Aye Frisch

 Aye Martin

 Aye McGee

 Aye Tannenbaum

ROBERT McGEE

Board Secretary

JASON MARTIN

Chairman

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

PREPARED BY: Val Cier