

**MONROE TOWNSHIP FIRE DISTRICT NO. 1
BOARD OF FIRE COMMISSIONERS
MINUTES OF REGULAR MEETING
WEDNESDAY, DECEMBER 11, 2019**

The Monroe Township Board of Fire Commissioners of Fire District No. 1 met at the new Firehouse, 467 Spotswood-Englishtown Road, Monroe Township, New Jersey for a Regular Meeting. The meeting was called to order with a salute to the Flag at 7:00 PM. There was a moment of silence for fallen soldiers, firefighters, EMS workers, etc.

Board Attorney Joseph Youssouf announced that the meeting is being held in accordance with the Open Public Meetings Act and that adequate notice of the meeting has been provided by the following: posted on the bulletin board of the Township Clerk in the Municipal Complex and published in the Home News Tribune.

UPON ROLL CALL the following members of the Monroe Township Board of Fire Commissioners of District No. 1 were present: Charles Dipierro, Raymond Perry, Michael Costello, Vincent DiLieto and Christian Ventriello.

ALSO PRESENT: Chief Anthony Costa, President Todd Grossman, Fire Official Ernest Zih, Board Attorney Joseph Youssouf & Kris Bachmann, Accountant

ABSENT: Joseph Massoni

UPON MOTION MADE by Vincent DiLieto and seconded by Ray Perry, the Board approved the minutes of the Regular Meeting of November 13, 2019, subject to the same being provided to the public during, and subsequent to this meeting.

ROLL CALL:	Commissioner Vincent DiLieto	Aye
	Commissioner Raymond Perry	Aye
	Commissioner Charles Dipierro	Aye
	Commissioner Michael Costello	Aye
	Commissioner Christian Ventriello	Aye

INSURANCE REPORT: Bob Soden was present and informed the Board that the new policy is in effect January 1, 2020, including workers compensation. The premium is very close to the current policy. ID cards for the vehicles have

been turned over, which are favorable. They are not vehicle specific! Bob has a few extra on hand in case one gets lost. The only other concern he does have is a recent claim filed due to the slippery floor. He addressed the exposure and concern from an insurance risk management standpoint and hopes it gets fixed as soon as possible.

Bob wished everyone a Happy Holiday and Happy New Year!

CHIEF'S REPORT: Chief Anthony Costa was present and gave report. (Attached) He stated that there were 26 calls, 3 drills & 1 new member. There are 5 firefighters currently attending FF2. Chief stated that all the PM's have been completed. A representative from Absolute is coming from Florida to fix an issue on the Tower. The tree lighting is scheduled for Thursday, 12/12 @ 6PM.

FIRE PREVENTION REPORT: Ernie was present and gave report. (Attached) He informed the Board that Pat will return sometime in January for light duty following his back surgery. In the meantime, Mike, Dave & Ernie have pitched in to complete the remaining inspections. In December, the Monroe Rec Center held a craft show school event on 12/1 and the Monroe Tree Lighting on 12/4. The tree lighting at the firehouse is scheduled for 12/12. The Bureau is developing guidelines on permitting for external event, food trucks, etc. The Budget has been submitted to finalize with the Commissioners. The Bureau's website is being rebuilt.

PRESIDENT'S REPORT: Todd presented the 2020 line officers to the Board (Attached). The installation dinner is scheduled for Saturday, February 1st. The generator at the old firehouse was checked due to the power outages. Next year Todd would like to switch the uniform company to Fit Rite Uniform, Inc. from Union, NJ. A lot of other fire companies have used them. They will come here, fit everyone and take it from there. The tree lighting is scheduled for Thursday, 12/12 @ 6:00pm and Todd thanked everyone for pulling it together in such a short amount of time. Santa Claus is coming on the firetruck, a choir will be singing, a BBQ Beef truck is coming, food is being donated, we will have hot cocoa & donuts, there will be a fire pit to sit around & a box for letters to Santa. The Mayor and Council are invited & Police will be on scene in case it gets too hectic. People are told to park on the lot off Texas Road. If the turnout is good, Todd hopes to make this an annual event.

LEGAL REPORT: Board Attorney Joseph Youssouf informed the Board that the Budget season is upon us. The budgetary adoption process is a 3 step procedure. The first procedure is introduction of the budget tonight. The second step is we advertise and have a public hearing on it at our January meeting and the third step is submission of the passed budget to the Voters on Saturday, February 15, 2020. Joe then read the Budget resolution into the record stating that the annual budget for Monroe Township Fire District No. 1 for the fiscal year beginning January 1, 2020 and ending December 31, 2020 has been presented before the Board of Fire Commissioners at its open public meeting, was introduced in compliance with the Property Tax Levy Cap Law, reflects total revenues of \$2,427,818, which includes an amount to be raised by taxation of \$2,391,808 and Total Appropriations of \$2,427,818 and the amount to be raised by taxation to support the district budget shall be the amount certified to the Tax Assessor to be assessed against the taxable property in the district.

UPON MOTION MADE by Vincent DiLieto and seconded by Ray Perry, with all in favor; the Board of Fire Commissioners approved the Annual Budget for the fiscal year beginning January 1, 2020 and ending December 31, 2020.

ROLL CALL:	Commissioner Vincent DiLieto	Aye
	Commissioner Raymond Perry	Aye
	Commissioner Charles Dipierro	Aye
	Commissioner Michael Costello	Aye
	Commissioner Christian Ventriello	Aye

Joe Youssouf explained to the Board that Line Item Transfers can only be made by a Board of Fire Commissioners in November or December of any given year. The purpose of line item transfers is to transfer money from excess accounts to monies of over expended accounts. You can only transfer within the operating budget. The line item transfers are as follows:

FROM:	AMOUNT:	TO:
A-7 Insurance	\$1,500.00	A-8 Office Supplies
A-9 LOSAP	\$500.00	A-8 Office Supplies
O-8 Firehouse Maintenance	\$12,000.00	O-4 Equipment Acquisitions
O-6 Equipment Rental	\$10,000.00	O-4 Equipment Acquisitions
O-8 Firehouse Maintenance	\$3,000.00	O-7 Cell Phone/CAD/Computer
O-9 Fuel/Supplies	\$3,000.00	O-7 Cell Phone/CAD/Computer
O-17 Uniforms	\$6,000.00	O-16 Training & Education
O-18 Reimbursements	\$9,000.00	O-16 Training & Education
O-3 Contingency	\$30,000.00	O-15 Repairs & Maint./Equip.
A-1 Advertising	\$450.00	A-5 Election Expenses
A-6 Hydrant Rental	\$450.00	A-5 Election Expenses

UPON MOTION MADE by Ray Perry and seconded by Michael Costello, with all in favor; the Board approved the line item transfers.

ROLL CALL:	Commissioner Vincent DiLieto	Aye
	Commissioner Raymond Perry	Aye
	Commissioner Charles Dipierro	Aye
	Commissioner Michael Costello	Aye
	Commissioner Christian Ventriello	Aye

Joe stated that the Budget will be submitted to DCA for review and comment by the Auditor/Accountant for the District. We will receive back approved copies for presentation to the Voters after adoption at the February meeting. Once that's done, we publish the election and move towards the February 15, 2020 Fire Election. Two seats for Office of Commissioner will appear on the ballot as well. The nominating petitions have to be filed 28 days prior to the election (January 20, 2020). The budget hearing will be advertised for January 8th at 7:00 PM @ the Firehouse. In addition, there will be a capital question included on the referendum ballot this year for SCBA (Self Contained Breathing Apparatus) Air Paks, not to exceed \$550,000. Let the record reflect that the Board was polled informally and agreed to put a capital bond issue for presentation to the Voters in February. The question will be as follows: Shall the Board of Fire Commissioners of District No. 1, Monroe Township, be authorized to acquire SCBA Air Paks at an estimated total cost not to exceed \$550,000; with a cost thereof to be paid for by issuing bonds or notes of the district or execution of a lease purchase agreement in the Boards discretion as may be the in the best interest of the Board. Discussion followed.

ACCOUNTANT'S REPORT: Kris Bachmann was present and gave report. Kris stated that the financial reports through November 30th were circulated to the Board and all the bank accounts have been reconciled to date. We received the 4th quarter tax revenue check in the amount of \$594,371.00. Kris reviewed upcoming payments and discussed the line item transfers. In the 2020 Budget, we are increasing the amount to be raised by taxation by \$14,327.00. Budget discussion followed.

TREASURER'S REPORT: Commissioner Michael Costello read the list of December bills to be paid.

Amanda's Web, LLC.	\$300.00	A-8
A Cut Above Landscaping	\$2,000.00	O-8
Agri-Tech Turf Maintenance, Inc.	\$179.55	O-8
Bella Italia Pork Store & Catering	\$591.70	O-8

Casey's Cleaning Services	\$1,350.00	O-8
Complete Document Solutions	\$162.87	A-8
Discount Auto Centers	\$1,547.89	O-15
ESI Equipment, Inc.	\$27.50	O-4
Family Practice of Centrastate	\$440.00	O-18
Feldman, Sablosky, Massoni & Co.	\$11,655.00	A-11
Galls, LLC. dba Samzie's Uniforms	\$15.99	O-17
Gerhardt's Dairy IV, LLC.	\$46.68	O-8
Glatfelter Specialty Benefits	\$11,460.54	A-7
Great America Financial Services	\$196.41	A-8
JCP&L	\$1,823.32	O-8
Joseph D. Youssef, Esq.	\$14,230.00	A-11
Middlesex County Fire Academy	\$236.00	O-16
Minerva Cleaners	\$92.50	O-17
Monmouth County Treasury	\$1,200.00	O-16
Monroe Twp. Volunteer Fire Co. #1	\$37,262.00	A-10
National Fuel Oil, Inc.	\$3,310.57	O-9
New Jersey American Water	\$184.00	A-6
PSE&G	\$480.80	O-8
RumZDad, LLC.	\$2,755.00	O-7
Standard Waste Services	\$264.60	O-8
Verizon	\$734.65	O-8
Verizon Wireless	\$865.82	O-7
W.B. Mason	\$1,092.24	O-8

Total: \$94,505.63

FIRE PREVENTION:

Verizon	\$753.44	F-3
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Total: \$753.44

UPON MOTION MADE by Raymond Perry and seconded by Vincent DiLieto, with all in favor, the Board approved the payment of the bills read.

ROLL CALL:	Commissioner Vincent DiLieto	Aye
	Commissioner Raymond Perry	Aye
	Commissioner Charles Dipierro	Aye
	Commissioner Michael Costello	Aye
	Commissioner Christian Ventriello	Aye

OLD BUSINESS: Commissioner Ventriello informed the Board that the wireless access points were broken, so Tyler moved & replaced them and added two additional. For now, the problem is solved.

NEW BUSINESS: Commissioner Costello asked the Board where all the medical records are kept. He was told they are kept by Bill Gardener, Medical Coordinator; and should be available upon the Boards request. We should have access to them at any given time and they should not be accessible to the general public.

UPON MOTION MADE by Michael Costello and seconded by Christian Ventriello, with all in favor; the Board requested that Bill Gardener let us know in writing where the medical records are kept, the accessibility to them, as well as the security arrangements.

ROLL CALL:	Commissioner Vincent DiLieto	Aye
	Commissioner Raymond Perry	Aye
	Commissioner Charles Dipierro	Aye
	Commissioner Michael Costello	Aye
	Commissioner Christian Ventriello	Aye

Commissioner Ventriello informed the Board that the controller for the heated radiant floor in Zone 2 is not operating. Bruce from Liberty Controls, Inc. gave us a proposal for \$2,060 which includes supplied labor & materials to replace the controller.

CORRESPONDENCE: Chairman Dipierro announced that Pat Reardon sent a Thank you card to Board and let us know that all went well and he will see us soon.

MEETING OPENED TO THE PUBLIC: Mrs. Germanski of 5 Texas Road wished everyone a happy & healthy New Year. She is surprised that she is the only one who attends the monthly meetings.

EXECUTIVE SESSION: None

UPON MOTION MADE by Vincent DiLieto and seconded by Ray Perry, the meeting was adjourned at 8:23PM.

Prepared by: Tricia A. Mercado