

**BOARD OF FIRE COMMISSIONERS DISTRICT #1
TOWNSHIP OF EAST AMWELL**

MARCH 12, 2014

The Reorganization Meeting was called to order at 7:30 PM. Present were Commissioners Fisher, Jason, Ward, Chiesa and LaRowe. Also present was Chief Williams and Assistant Chief Babinski.

In compliance with the Open Public Meeting Act, it was announced that notice of this meeting was published in the February 20, 2014 issue of The Democrat and that a copy of the agenda for this meeting was forwarded to the East Amwell Township Clerk and The Democrat and posted on the bulletin board at the Amwell Valley Fire House on February 20, 2014.

REORGANIZATION: Certification of February 15, 2014 election of Robert J. Jason to three year term as Commissioner, and adoption of the 2014 budget and financial question as attached and hereby made part of the minutes of this meeting was presented.

OATH OF OFFICE was administered to Mr. Jason.

ELECTION OF OFFICERS:

Mr. Ward was elected Chairman on motion by Mr. Fisher, second by Mr. LaRowe and unanimous favorable vote.

Mr. Fisher was elected Vice Chairman on motion by Mr Chiesa, Second by Mr. Jason and unanimous favorable vote.

Mr. Jason was elected Secretary on motion by Mr. Fisher, second by Mr. LaRowe and unanimous favorable vote.

Mr. Chiesa was elected Treasurer on motoin by Mr. Fisher, second by Mr. LaRowe and unanimous favorable vote.

The following Reorganization Resolutions were adopted on motion by Mr. Jason, second by Mr. Fisher and unanimous favorable vote.

RESOLUTION AUTHORIZING REGULAR MEETING SCHEDULE

WHEREAS, Public Law 1975, Chapter 231, Section 13, requires a public body to post and maintain posted, to distribute to designated newspapers, and to further file with the Municipal Clerk for the purpose of public inspections, a schedule of the regular meetings of such public body to be held during the calendar year; and

WHEREAS, such schedule of regular meetings is required to contain the location of each meeting, to the extent that it is known, and the time and date of each meeting; and

WHEREAS, Public Law 1975, Chapter 231, Section 3-D, provides that where the annual notice or revisions thereof, in compliance with sections of the subject act, set forth the location, time and date of any meeting, no further action shall be required for such meeting.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners Township of East Amwell Fire District Number 1, County of Hunterdon, as follows:

1. All regular meetings of the Commissioners shall take place at 7:30 PM on the following dates at the Amwell Valley Fire House, Route 579, Ringoes, New Jersey:
Wednesday, April 9, 2014 Wednesday, May 14, 2014
Wednesday, June 11, 2014 Wednesday, July 9, 2014
Wednesday, August 13, 2014 Wednesday, September 10, 2014
Wednesday, October 8, 2014 Wednesday, November 12, 2014
Wednesday, December 10, 2014 Wednesday, January 14, 2015
Wednesday, February 14, 2015
2. A summary of this Resolution shall be published in The Hunterdon County Democrat.
3. A certified copy of this Resolution shall be filed with the Township Clerk and shall be posted on the official bulletin board of the Commissioners.

RESOLUTION DESIGNATING OFFICIAL NEWSPAPERS

WHEREAS the Board of Fire Commissioners Township of East Amwell District Number One, County of Hunterdon, must, by statutory law, publish various items in order to comply with said requirements of statutory law;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners Township of East Amwell District Number One, County of Hunterdon that the Hunterdon County Democrat and the Trenton Times be designated as the official newspapers in which the Commissioners will publish all required notices or other items during the 2014-2015 year pursuant to New Jersey Statutes unless said New Jersey statutory law otherwise mandates that an other newspaper be used for said publication.

RESOLUTION TO ADOPT CASH MANAGEMENT PLAN

WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities and the Fire District is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and

WHEREAS, Subchapter 3, Section 5:31-3.1(a) provides that the governing body shall, by resolution passed by not less than a majority of the full membership, adopt a cash management plan, which shall include the designation of a depository, the State of New Jersey Cash Management Fund or a public depository or depositories,

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners Township of East Amwell District Number One, County of Hunterdon, as follows:

1. This Resolution shall act as a formal adoption by the Commissioners of a cash management plan, which shall allow for official depositories of the

Commissioners to be the PNC Bank, Hopewell Valley Community Bank, TD Bank, Sun Bank or their successors.

2. The Treasurer is designated as Custodian of all funds and is directed to invest all funds in interest bearing accounts.

***RESOLUTION DESIGNATING SURETY BONDING
FOR COMMISSIONERS***

WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities, and the Fire District is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and

WHEREAS, Subchapter 6, Section 5:31-6.1 provides that the Fire District shall, by resolution, designate employees and officials required to furnish surety bonds and determine minimum bonds for each such employee and official; and

WHEREAS, the Board of Fire Commissioners Township of East Amwell District Number One, County of Hunterdon, deem it necessary to provide bonding for the Chairman, Vice Chairman, Treasurer and Secretary of the Fire District as said Treasurer is responsible for the handling of funds for the fire district and all members are listed as signatories,

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners Township of East Amwell District Number One, County of Hunterdon, as follows:

1. All members of the Commission shall each be bonded in the amount of \$50,000.00.

RESOLUTION AUTHORIZING APPOINTMENT OF AUDITOR

WHEREAS, there exists a continuing need for certain auditing services to be provided to the Board of Fire Commissioners Township of East Amwell District Number One, County of Hunterdon, concerning various responsibilities undertaken by the Commissioners; and

WHEREAS, the Commissioners are desirous of making an appointment to this position as referenced above for the year 2014-2015; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., provides that a governing body may award a contract without public advertising for competitive bidding where the nature of said contract is in the form of professional service; and

WHEREAS, the Resolution providing for the awarding of a contract for professional services and the notice of the award of contract shall be available for public inspection; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a)(i), provides that a notice of the award of said contract shall be published in a newspaper, said advertisement stating the nature, duration and amount of the contract.

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners Township of East Amwell District Number One, County of Hunterdon, as follows:

1. Michael A. Schreck of WiyhumSmith+Brown is hereby appointed for assistance in preparation of the 2014 budget, to audit the 2013 records and provide services to the Commissioners and necessary documentation consistent with the requirements and regulations of the Department of Community Affairs and with the New Jersey statutes. This appointment is made pursuant to the proposal as submitted and attached hereto.
2. Notice of this contract shall be published in the Hunterdon County Democrat.
3. This Resolution and the notice of award of contract shall be available for public inspection.

RESOLUTION AUTHORIZING APPOINTMENT OF ATTORNEY

WHEREAS, there exists a continuing need for legal services to be provided to the Commissioners of Fire District Number 1 in the Township of East Amwell, County of Hunterdon, concerning various responsibilities undertaken by the Commissioners; and

WHEREAS, the Commissioners are desirous of making an appointment to this position as referenced above for the year 2014-2015; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., provides that a governing body may award a contract without public advertising for competitive bidding where the nature of said contract is in the form of professional service; and

WHEREAS, the subject Resolution providing for the awarding of a contract relative to professional service and the notice of the award of contract shall be available for public inspection; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a)(i), provides that a notice of the award of said contract shall be published in a newspaper, said advertisement stating the nature, duration and amount of the contract.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of Fire District Number 1 in the Township of East Amwell, County of Hunterdon, as follows:

1. Richard M. Braslow, Esq. is hereby appointed to provide legal services to the Commissioners relative to any and all issues presented to the Commissioners pursuant to any of its obligations or responsibilities. This appointment is made pursuant to the proposal attached hereto and made a part hereof.
2. Notice of this contract shall be published in The Hunterdon County Democrat.
3. This Resolution and the notice of award of contract shall be available for public inspection.

*RESOLUTION AUTHORIZING
APPROVAL AND PAYMENT OF CLAIMS*

WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities, and the Fire District is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and

WHEREAS, Subchapter 4, Section 5:31-4.1(e) provides that payment of claims by the Fire District shall be by check on the Fire District and signed by the officers as designated in the Resolution, and

WHEREAS, Subchapter 4, Section 5:31-4.2 further provides that the Commissioners, at their Annual Reorganization meeting, designate by resolution, the individuals whose signatures shall appear on checks drawn upon the treasury of the Commissioners; and

WHEREAS, Subchapter 4, Section 5:31-4.1(f) provides that the Commissioners shall, by resolution passed by not less than the majority of the full membership, further designate the manner in which compensation for services shall be paid.

NOW THEREFORE BE IT RESOLVED by the Commissioners of Fire District Number One in the Township of East Amwell, County of Hunterdon, as follows:

1. The checks issued by the Commissioners for payment of claims shall be signed by the Chairman or Vice Chairman, Treasurer and countersigned by one other Commissioner in order that the Commissioners comply with the rules and regulations as promulgated by the Local Finance Board as set forth herein. In the event that the Chairman or Treasurer are unable to sign, then the Secretary or another Commissioner shall sign.
2. The Treasurer, Secretary and LOSAP Administrator shall each be compensated for services annually in the amount of \$599.00.

APPOINTMENTS: Tom Ward was designated as LOSAP Administrator on motion by Mr. Jason, second by Mr. Chiesa and unanimous favorable vote.

MINUTES of the February 12, 2014 meeting were presented. The minutes were approved on motion by Mr. Fisher, second by Mr. LaRowe and unanimous favorable vote.

TREASURER'S REPORT as attached and hereby by made part of the minutes of this meeting was accepted on motion by Mr. Fisher, second by Mr. Jason and unanimous favorable vote.

BILLS totaling \$28,018.29 as listed on the disbursements sheet attached and hereby made part of the minutes of this meeting were approved for payment on motion by Mr. LaRowe, second by Mr. Fisher and unanimous favorable vote.

**BOARD OF FIRE COMMISSIONERS DISTRICT #1
TOWNSHIP OF EAST AMWELL**

MARCH 12, 2014

CORRESPONDENCE: None

UNFINISHED BUSINESS: Engine 48 repairs are complete and will be returned to the Station Thursday or Friday.

NEW BUSINESS:None.

FIRE CHIEF REPORT: Chief Williams Requested the following:

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|--|---------------------------------|
| 1.Purchase of Lock out Tag out kit | \$200.00 Equipment |
| 2.Purchase of 7 Mobile Radios Ultra High | \$10,000.00Equipment |
| 3.Schedule Hose and Ladder test | \$3,000.00 Maintenance & Repair |

After discussion, motion by Mr. Chiesa, second by Mr. Fisher and adopted on unanimous favorable vote that funds be encumbered as follows for the above items:

COMMENTS FROM THE PUBLIC: Being no comments from the public, motion by Mr. Jason, second by Mr. Fisher and adopted on unanimous favorable vote that the meeting be closed for public comment.

COMMENTS FROM COMMISSIONERS: None.

Being no further business to come before the Board, the meeting was adjourned at 7:48 PM on motion by Mr. Jason, second by Mr. Fisher and unanimous favorable vote.

RobertJ Jason
Secretary