

**Board of Fire Commissioners
Washington Township Fire District No. 1
P. O. Box 152
Washington, New Jersey 07882**

Minutes for December 8, 2021:

Meeting Called to Order by J. Kappus at 7:00 P.M.

Pledge of Allegiance

J. Kappus requested a moment of silence for all fallen firefighters.

Roll Call

Chairman – John Kappus – Present
Vice Chairman – Michael Riotto – Present
Secretary – Karl Spolarich – Present
Treasurer – Marc DeMarco – Present
Assistant Secretary/Treasurer – Matthew Noctor – Present

Certification of Public Meeting Law

K. Spolarich, secretary, noted that this meeting was being held in compliance with the Open Public Meetings Law of 1975 in as much as a notice had been published in *The Express Times* and/or *The Star Ledger* and posted at the municipal building.

Reorganization

Oath of Allegiance

M. DeMarco, elected on November 2, 2021, recited and signed his Oath of Allegiance for the position of Fire District Commissioner.

Commissioner Positions

Motion was made by K. Spolarich to appoint Commissioners to the following positions:

Chairman – John Kappus
Vice Chairman – Michael Riotto
Secretary – Karl Spolarich
Treasurer – Marc DeMarco
Assistant Secretary/Treasurer – Matthew Noctor

Second was made by M. DeMarco. All were in favor.

Resolution #21-017

Motion made by K. Spolarich to appoint Richard Braslow as the Board's attorney. Second was made by M. DeMarco. All were in favor.

Resolution #21-018

Motion made by K. Spolarich to appoint Urban and Jinks as the Board's accountant. Second was made by M. Riotto. All were in favor.

Resolution #21-019

Motion made by K. Spolarich to appoint Urban and Jinks as the Board's auditor. Second was made by M. Noctor. All were in favor.

Resolution #21-020

Motion made by K. Spolarich to appoint Wells Fargo as the public depository of the Board's cash management plan. Second was made by M. DeMarco. All were in favor.

Resolution #21-021

Motion made by K. Spolarich that all regular meetings of the Board shall take place on the second Wednesday of each month at 7:00 P.M., with caucus meetings to be held at 6:30 P.M., at the Washington Township Firehouse, 16 Pleasant Valley Road, Washington, New Jersey. Second was made by M. DeMarco. All were in favor.

Resolution #21-022

Motion made by K. Spolarich that the official newspapers in which the Board will publish all required notices shall be *The Express Times* and/or *The Star Ledger*. Second was made by M. Riotto. All were in favor.

Resolution #21-023

Motion made by K. Spolarich to authorize approval and payment of claims. Second was made by M. Noctor. All were in favor.

Resolution #21-024

Motion made by K. Spolarich to designate surety bonding for the Commissioners with VFIS in the amounts of \$1,000,000.00 for each Commissioner and \$2,000,000.00 for the Treasurer. Second was made by M. DeMarco. All were in favor.

Resolution #21-025

Motion made by K. Spolarich to appoint Edward Kiley as the Fire Official for the Washington Township Bureau of Fire Prevention. Second was made by M. Riotto. All were in favor.

Resolution #21-026

Motion made by K. Spolarich to appoint Frederick C. Roll the Fire Inspector for the Washington Township Bureau of Fire Prevention. Second was made by M. Riotto. All were in favor.

Reading of Minutes

Minutes from the November 10, 2021, meeting were read by K. Spolarich. Motion to accept minutes as read made by M. DeMarco. Second was made by M. Noctor. All were in favor.

Correspondence

None.

Report of Fire Department

None.

Report of Fire Chief

Monthly activity report for November 2021 read and submitted by Chief B. Trimmer.

Report of Fire Official

Monthly activity report for November 2021 read and submitted by Fire Official E. Kiley.

Old Business

None.

New Business

Motion made by K. Spolarich to approve the application of William Phelps of 10 Pacesetter Drive as a probationary member of the fire department. Second was made by M. Noctor. All were in favor.

Motion made by K. Spolarich to approve the application of Tyler Ostrander of 10 Youmans Avenue as a probationary member of the fire department. Second was made by M. Noctor. All were in favor.

Resolution #21-027 – Adoption of Temporary Budget for 2022

K. Spolarich made a motion to adopt a temporary budget for 2022 until the fire district's budget is adopted at its January 12, 2022, monthly meeting. Second was made by M. DeMarco. All were in favor.

Resolution #21-028 – 2022 Budget Presentation

Proposed 2022 budget of the Board was presented for public discussion and approval. The total budget for 2022 is in the amount of \$607,855.88, with a total of \$582,150.88 to be raised by taxes, at a \$0.083 tax rate per hundred. K. Spolarich made a motion to approve the 2022 proposed budget. Second was made by M. Noctor. All were in favor.

Meeting opened to the public by J. Kappus at 7:45 P.M.

No public participation.

Meeting closed to the public by J. Kappus at 7:46 P.M.

Treasurer's Report/Payment of Bills

Treasurer's report for December 7, 2021, read by M. DeMarco. Motion to pay bills made by K. Spolarich. Second was made by M. Riotto. All were in favor. The total of the approved bills for December 7, 2021, is \$29,187.01.

Miscellaneous

None.

Adjournment

Motion made by K. Spolarich to adjourn meeting at 7:54 P.M. Second was made by M. Riotto. All were in favor.

Karl B. Spolarich
Secretary

**THE COMMISSIONERS OF FIRE DISTRICT NO. 1
IN THE TOWNSHIP OF WASHINGTON, COUNTY OF WARREN**

Resolution # 21-017

Authorizing Appointment of Attorney for the 2022 Year

WHEREAS, there exists a continuing need for legal services to be provided to the Commissioners of Fire District No. 1 in the Township of Washington, County of Warren, 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 of 2022; 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 a professional service; and,

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

WHEREAS, the Local Public Contract 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 No. 1 in the Township of Washington, County of Warren, 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.

(2) This resolution and the notice of award of contract shall be available for public inspection.

**THE COMMISSIONERS OF FIRE DISTRICT NO. 1
IN THE TOWNSHIP OF WASHINGTON, COUNTY OF WARREN**

Resolution # 21-018

Authorizing Appointment of Accountant for the 2022 Year

WHEREAS, there exists a continuing need for legal services to be provided to the Commissioners of Fire District No. 1 in the Township of Washington, County of Warren, concerning various responsibilities undertaken by said Commissioners; and,

WHEREAS, the Commissioners are desirous of making an appointment to this position as referenced above for the 2022 year; 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 a professional service; and,

WHEREAS, the subject resolution providing for the awarding of a contract relative to professional services, and the notice of the award of said contract shall be made available for public inspection; and,

WHEREAS, the Local Public Contract 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 No. 1 in the Township of Washington, County of Warren, as follows:

(1) Urban and Jinks is hereby appointed to provide accounting services to the Commissioners.

(2) This resolution and the notice of award of contract shall be available for public inspection.

**THE COMMISSIONERS OF FIRE DISTRICT NO. 1
IN THE TOWNSHIP OF WASHINGTON, COUNTY OF WARREN**

Resolution # 21-019

Authorizing Appointment of Auditor for the 2022 Year

WHEREAS, there exists a continuing need for certain auditing services to be provided to the Commissioners of Fire District No. 1 in the Township of Washington, County of Warren, concerning various responsibilities undertaken by said Commissioners; and,

WHEREAS, the Commissioners are desirous of making an appointment to this position as referenced above for the year of 2022 year; 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 a professional service; and,

WHEREAS, the subject resolution providing for the awarding of a contract relative to professional services and the notice of the award of said contract shall be made available for public inspection; and,

WHEREAS, the Local Public Contract 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 No. 1 in the Township of Washington, County of Warren, as follows:

(1) Urban and Jinks is hereby appointed to provide auditing services to the Commissioners together with assistance in preparation of the 2023 budget and for establishment and maintenance of the necessary documentation consistent with the requirements and the regulations of the Department of Community Affairs and with the New Jersey statutes.

(2) This resolution and the notice of award of contract shall be available for public inspection.

**THE COMMISSIONERS OF FIRE DISTRICT NO. 1
IN THE TOWNSHIP OF WASHINGTON, COUNTY OF WARREN**

Resolution # 21-020

Adoption of 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 Commissioners of Fire District No. 1 in the Township of Washington, County of Warren, 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 State Cash Management Fund and/or Wells Fargo.

**THE COMMISSIONERS OF FIRE DISTRICT NO. 1
IN THE TOWNSHIP OF WASHINGTON, COUNTY OF WARREN**

Resolution # 21-021

Authorizing Regular Meeting Schedule for the 2022 Year

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 Commissioners of Fire District No. 1 in the Township of Washington, County of Warren, as follows:

(1) All regular meetings of the Commissioners shall take place on the second Wednesday of every month at 7:00 P.M. with caucus meetings to be held at 6:30 P.M. at the Washington Township Firehouse, 16 Pleasant Valley Road, Washington, New Jersey:

January 12, 2022	July 13, 2022
February 9, 2022	August 10, 2022
March 9, 2022	September 14, 2022
April 13, 2022	October 12, 2022
May 11, 2022	November 9, 2022
June 8, 2022	December 14, 2022

(2) A summary of this resolution shall be mailed to *The Express Times* and *The Star Ledger*.

(3) A summary of this resolution shall be posted and shall be maintained on the official bulletin board of the Township of Washington, shall be posted on the official bulletin board of the Commissioners, and shall also be kept on file by the Municipal Clerk for purposes of public inspection.

**THE COMMISSIONERS OF FIRE DISTRICT NO. 1
IN THE TOWNSHIP OF WASHINGTON, COUNTY OF WARREN**

Resolution # 21-022

**Designation of Official Newspapers for
Publications for the 2022 Year**

WHEREAS, the Commissioners of Fire District No. 1 in the Township of Washington, County of Warren, must, by statutory law, publish various items in order to comply with said requirements of statutory law; and

WHEREAS, the Commissioners are desirous of designating various newspapers as official newspapers in which the Commissioners may publish its various items during the 2022 year.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 1, in the Township of Washington, County of Warren, as follows:

(1) The official newspapers in which the Commissioners will publish all required notices or other items during the 2022 year pursuant to New Jersey statutes shall be *The Express Times* and/or *The Star Ledger*, unless said New Jersey statutory law otherwise mandates that a newspaper other than those as referenced herein be used for said publications.

**THE COMMISSIONERS OF FIRE DISTRICT NO. 1
IN THE TOWNSHIP OF WASHINGTON, COUNTY OF WARREN**

Resolution # 21-023

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 governing body chairman, the chief financial officer and countersigned by such other officer or officials as designated by resolution; and

WHEREAS, Subchapter 4, Section 5:31-4.2 further provides that the Commissioners, at their reorganizational 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 the time in which salaries, wages or other compensation for services shall be paid.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 1, in the Township of Washington, County of Warren, as follows:

(1) The checks as issued by the Commissioners for payment of claims shall be signed by the 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 and as set forth herein.

(2) No more than one stamp facsimile shall be used on any particular check in place of a handwritten signature.

(3) The manner in which and the time in which compensation for services rendered by employees of the Commissioners shall be paid shall be in accordance with individual employment contracts. The Commissioners' salaries shall be paid as determined by the Commissioners.

**THE COMMISSIONERS OF FIRE DISTRICT NO. 1
IN THE TOWNSHIP OF WASHINGTON, COUNTY OF WARREN**

Resolution # 21-024

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 Commissioners of Fire District No. 1 in the Township of Washington, County of Warren, deem it necessary to provide bonding for the Commissioners.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 1 in the Township of Washington, County of Warren, as follows:

- (1) The Commissioner serving as Treasurer shall be bonded in the amount of \$2,000,000.00.
- (2) All other Commissioners shall be bonded in the amount of \$1,000,000.00.

**THE COMMISSIONERS OF FIRE DISTRICT NO. 1
IN THE TOWNSHIP OF WASHINGTON, COUNTY OF WARREN**

Resolution # 21-025

Appointing Fire Official

WHEREAS, the Fire District has previously created the position of Fire Official; and

WHEREAS, Edward Kiley was appointed as Fire Official; and

WHEREAS, the Fire District deems it appropriate to reappoint this individual to serve in this capacity.

NOW, THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 1 in the Township of Washington, County of Warren, as follows:

- (1) Edward Kiley (NJDFS License I.D. No. 114728) is hereby reappointed as Fire Official for 2021.
- (2) A copy of this resolution shall be forwarded to the State upon adoption.

**THE COMMISSIONERS OF FIRE DISTRICT NO. 1
IN THE TOWNSHIP OF WASHINGTON, COUNTY OF WARREN**

Resolution # 21-026

Appointing Fire Inspector

WHEREAS, the Fire District enforces the Fire Safety Act; and

WHEREAS, a Fire Inspector is necessary to properly engage in such enforcement.

NOW, THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 1 in the Township of Washington, County of Warren, as follows:

(1) Frederick C. Roll (NJDFS License I.D. No. 154871) is hereby appointed to act as Fire Inspector for 2021.

**THE COMMISSIONERS OF FIRE DISTRICT NO. 1
IN THE TOWNSHIP OF WASHINGTON, COUNTY OF WARREN**

Resolution #21-027

Adoption of Temporary Budget for 2022

WHEREAS, it has become necessary for the Commissioners of Fire District No. 1 in the Township of Washington, County of Warren, by resolution, to adopt a temporary budget to make appropriations and to provide for the period between the beginning of the fiscal year, January 1, 2022, and the adoption of the budget by the fire district, which is scheduled for January 12, 2022.

NOW, THEREFORE, be it RESOLVED by the Commissioners of Fire District No.1 in the Township of Washington, County of Warren, as follows:

(1) A temporary budget is hereby adopted to be effective from the beginning of the fiscal year as noted above and to be in full force and effect until the adoption of the annual fire district budget; the total of the appropriations of the temporary budget to reflect not in excess of 14 percent of the total of the appropriations made for all purposes in the budget for the preceding fiscal year exclusive of appropriations for interest and debt redemption charges and capital improvements.

Washington Township Fire Department

December 8, 2021

Board of Fire Commissioners:

Chief's report for the month of November 2021.

Accomplishments for the month:

We had 12 fire calls.

We held a total of 3 drills.

We held 1 Business meeting.

Sincerely,

Chief Brian Trimmer

**Washington Township Bureau of Fire Prevention
Fire Official Report
211 Route 31 North
Washington, NJ 07882**

NOVEMBER 2021

Non Life Hazard Inspections - 3

Life Hazard Inspections - 10

CSDCMAC - 12

Permits Issued - 3

Non Life Hazard Fees Collected - \$ 852.00

Life Hazard Fees collected from State of NJ - \$ 0.00

Smoke Detector Fees (CSDCMAC) collected 600.00

Permit Fees collected - \$162.00

Fire Official Hours -

Fire Inspector Hours -

Edward Kiley

Fire Official - Washington Township Fire District #1

Washington Township Fire District #1

Unpaid Bills Detail

As of December 7, 2021

	Type	Date	Num	Due Date	Aging	Open Balance
Atlantic Training Center						
	Bill	12/07/2021	2021-497	12/17/2021		<u>5,370.00</u>
Total Atlantic Training Center						5,370.00
Burdge's Auto Repair						
	Bill	12/07/2021	11356	12/17/2021		<u>138.89</u>
Total Burdge's Auto Repair						138.89
C&M Auto Parts						
	Bill	12/07/2021	669995	12/17/2021		<u>65.94</u>
Total C&M Auto Parts						65.94
Comcast						
	Bill	12/07/2021	8499052730036227	12/17/2021		74.27
	Bill	12/07/2021	8499052730036219	12/17/2021		<u>184.95</u>
Total Comcast						259.22
Fleet Services						
	Bill	12/07/2021	76025999	12/17/2021		<u>400.00</u>
Total Fleet Services						400.00
JDP						
	Bill	12/07/2021	67098	12/17/2021		<u>45.95</u>
Total JDP						45.95
New Jersey American Water						
	Bill	12/07/2021	1018- 210023095075	12/07/2021		<u>7,099.24</u>
Total New Jersey American Water						7,099.24
Richard Braslow						
	Bill	12/07/2021	22353	12/07/2021		214.50
	Bill	12/07/2021	22430	12/07/2021		<u>97.50</u>
Total Richard Braslow						312.00
Smith Motor Co.						
	Bill	12/07/2021	5887	12/07/2021		<u>841.12</u>
Total Smith Motor Co.						841.12
Staples						
	Bill	12/07/2021	8064378939	12/17/2021		<u>162.03</u>
Total Staples						162.03

United States Postal Service

Bill	11/11/2021	Po Box 152	11/21/2021	<u>210.00</u>
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Total United States Postal Service				210.00
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Verizon Wireless

Bill	12/07/2021	9893338804	12/07/2021	<u>483.37</u>
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Total Verizon Wireless				483.37
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Washington Township Fire Department

Bill	12/07/2021	4th qtr	12/07/2021	<u>13,799.25</u>
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Total Washington Township Fire Department				<u>13,799.25</u>
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TOTAL				<u><u>29,187.01</u></u>
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