

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

Minutes for January 13, 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

Oaths of Allegiance

M. Noctor, M. Riotto, and K. Spolarich, elected on February 15, 2020, recited and signed their Oaths 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 #21-001

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 #21-002

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 #21-003

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 #21-004

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 #21-005

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 #21-006

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 #21-007

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

Resolution #21-008

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 #21-009

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 #21-010

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 December 9, 2020, 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

M. DeMarco received Board's 2021 budget that was approved by the New Jersey Department of Community Affairs from Urban & Jinks.

Report of Fire Department

None.

Report of Fire Chief

Monthly activity report for December 2020 read and submitted by Chief B. Trimmer.

J. Kappus commended Chief Brian Trimmer for a job well done running the fire department in 2020, especially while operating under the conditions of the pandemic.

Report of Fire Official

Monthly activity report for December 2020 read and submitted by Fire Official E. Kiley.

Old Business

M. DeMarco reported that the two laptops have been received from Staples.

New Business

Resolution #21-011 – 2021 Budget Adoption

Proposed 2021 budget of the Board was presented for public discussion and adoption. The total budget for 2021 is in the amount of \$595,982.05, with a total of \$570,277.05 to be

raised by taxes at a \$0.081 tax rate per hundred. K. Spolarich made a motion to adopt the 2021 proposed budget. Second was made by M. DeMarco. All were in favor.

Meeting opened to the public by J. Kappus at 7:21 P.M.

No public participation.

Meeting closed to the public by J. Kappus at 7:22 P.M.

Treasurer's Report/Payment of Bills

Treasurer's report for January 12, 2021, read and submitted by M. DeMarco. Motion to pay bills made by K. Spolarich. Second was made by M. Noctor. All were in favor. The total of the approved bills for January 12, 2021, is \$13,452.90.

Miscellaneous

None.

Adjournment

Motion made by M. DeMarco to adjourn meeting at 7:32 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 # 21-001

Authorizing Appointment of Attorney for the 2021 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 2021; 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 # 21-002

Authorizing Appointment of Accountant for the 2021 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 2021 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 # 21-003

Authorizing Appointment of Auditor for the 2021 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 2021 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 2022 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 #21-004

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 #21-005

Authorizing Regular Meeting Schedule for the 2021 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 13, 2021	July 14, 2021
February 10, 2021	August 11, 2021
March 10, 2021	September 8, 2021
April 14, 2021	October 13, 2021
May 12, 2021	November 10, 2021
June 9, 2021	December 8, 2021

(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 #21-006

**Designation of Official Newspapers for
Publications for the 2021 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 2021 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 2021 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 #21-007

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 #21-008

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 #21-09

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 #21-010

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.

Washington Township Fire Department

January 13, 2021

Board of Fire Commissioners:

Chief's report for the month of December 2020

Accomplishments for the month:

We had 15 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**

DECEMBER

Monthly Report 2020

Non Life Hazard Inspections - 4

Life Hazard Inspections - 24

CSDCMAC - 15

Permits Issued - 2

Non Life Hazard Fees Collected -

Life Hazard Fees collected from State of NJ -

Smoke Detector Fees (CSDCMAC) collected- 450.00

Permit Fees collected - 428.00

Fire Official Hours - 81

Fire Inspector Hours - 48 (FOR THE MONTHS OF OCT, NOV, DEC 2020)

Edward Kiley

Fire Official - Washington Township Fire District #1

Washington Township Fire District #1

Unpaid Bills Detail

As of January 12, 2021

	Type	Date	Num	Due Date	Aging	Open Balance
C&M Auto Parts						
	Bill	01/12/2021	656276	01/22/2021		<u>534.78</u>
Total C&M Auto Parts						534.78
Comcast						
	Bill	01/12/2021	8499052730036227	01/22/2021		<u>382.99</u>
Total Comcast						382.99
Fleet Services						
	Bill	01/12/2021	69245738	01/22/2021		<u>300.00</u>
Total Fleet Services						300.00
JDP						
	Bill	01/12/2021	50617	01/22/2021		<u>45.95</u>
Total Fleet JDP						45.95
Liberty Mutual						
	Bill	01/12/2021	01583198-01	01/22/2021		<u>6,766.00</u>
Total Liberty Mutual						6,766.00
M&W Communications						
	Bill	01/12/2021	306619	01/22/2021		<u>2,836.80</u>
Total M&W Communications						2,836.80
New Jersey American Water						
	Bill	01/12/2021	1018- 210023095075	01/12/2021		<u>558.04</u>
Total New Jersey American Water						558.04
NJ Advanced Media						
	Bill	01/12/2021	0009835702	01/22/2021		89.25
	Bill	01/12/2021	0009802278	01/22/2021		<u>60.45</u>
Total NJ Advanced Media						149.70
Richard Braslow						
	Bill	01/12/2021	21727	01/12/2021		<u>702.00</u>
Total Richard Braslow						702.00
Rick Allen's Auto Repair, Inc.						
	Bill	01/12/2021	74790	01/22/2021		<u>619.08</u>
Total Rick Allen's Auto Repair, Inc.						619.08
Verizon Wireless						
	Bill	01/12/2021	9869621812	01/12/2021		<u>472.56</u>
Total Verizon Wireless						472.56

Warren Gabriel III

	Bill	01/12/2021	ICS 400	01/22/2021	<u>85.00</u>
Total Warren Gabriel III					<u>85.00</u>
TOTAL					<u><u>13,452.90</u></u>