

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

**Minutes for December 13, 2023:**

**Meeting Called to Order by M. Riotto at 7:00 P.M.**

**Pledge of Allegiance**

M. Riotto requested a moment of silence for all fallen firefighters.

**Roll Call**

Chairman – Michael Riotto – Present  
Vice Chairman – Matthew Noctor – Present  
Secretary – Karl Spolarich – Present  
Treasurer – Marc DeMarco – Present  
Assistant Secretary/Treasurer – Chase Darwin – Absent

**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. Riotto and K. Spolarich, elected on November 7, 2023, 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 – Michael Riotto  
Vice Chairman – Matthew Noctor  
Secretary – Karl Spolarich  
Treasurer – Marc DeMarco  
Assistant Secretary/Treasurer – Chase Darwin

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

### **Resolution #23-011 - Appointment of Attorney**

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 #23-012 - Appointment of Accountant**

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

### **Resolution #23-013 - Appointment of Auditor**

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 #23-014 – Adoption of Cash Management Plan**

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 #23-015 - Regular Meeting Schedule**

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. Noctor. All were in favor.

### **Resolution #23-016 - Official Newspapers**

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. DeMarco. All were in favor.

### **Resolution #23-017 - Payment of Claims**

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

### **Resolution #23-018 - Surety Bonding**

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 #23-019 - Appointment of Fire Official**

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. Noctor. All were in favor.

## **Reading of Minutes**

Minutes from the November 8, 2023, 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 2023 read and submitted by Fire Chief D. Settele.

## **Report of Fire Official**

Monthly activity report for November 2023 read and submitted by Fire Official E. Kiley.

## **Old Business**

K. Spolarich noted that the December meeting marks the 20<sup>th</sup> anniversary of the establishment of a Board of Fire Commissioners for Washington Township Fire District No. 1.

M. DeMarco and M. Noctor will serve as representatives of the Board on a Truck Committee with the fire department to purchase a new fire apparatus approved by the voters of Washington Township at the election that took place on November 7, 2023. Representatives of the fire department for the Truck Committee will be determined at a later date.

## **New Business**

### **Resolution #23-020 – Adoption of Temporary Budget for 2024**

K. Spolarich made a motion to adopt a temporary budget for 2024 until the fire district's budget is adopted at its January 10, 2024, monthly meeting. Second was made by M. Noctor. All were in favor.

### **Resolution #23-021 – 2024 Budget Presentation**

Proposed 2024 budget of the Board was presented for public discussion and approval. The total budget for 2024 is in the amount of \$737,689.59, with a total of \$606,984.59 to be raised by taxes at a \$0.087 tax rate per hundred. K. Spolarich made a motion to approve the 2024 proposed budget. Second was made by M. DeMarco. All were in favor.

## **Resolution #23-022 – Cooperative Pricing Agreement**

K. Spolarich made a motion to authorize the Board to enter into a Cooperative Pricing Agreement with the Educational Services Commission of New Jersey for the purchase of a new command vehicle. Second was made by M. Noctor. All were in favor.

K. Spolarich made a motion to approve Michael Parks of 117 Mine Hill Road as a probationary member of the fire department pending a successful physical, background check, and drug screening. Second was made by M. Noctor. All were in favor.

### **Meeting opened to the public by M. Riotto at 7:21 P.M.**

No public participation.

### **Meeting closed to the public by M. Riotto at 7:22 P.M.**

### **Treasurer's Report/Payment of Bills**

Treasurer's report for December 12, 2023, 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 December 12, 2023, is \$37,629.91.

### **Miscellaneous**

None.

### **Adjournment**

Motion made by M. DeMarco to adjourn meeting at 7:33 P.M. Second was made by M. Noctor. All were in favor.

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**Karl B. Spolarich**  
**Secretary**

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

**Resolution # 23-011**

**Authorizing Appointment of Attorney for the 2024 Year**

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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 2024; 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 # 23-012**

**Authorizing Appointment of Accountant for the 2024 Year**

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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 2024 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 # 23-013**

**Authorizing Appointment of Auditor for the 2024 Year**

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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 2024 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 2025 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 # 23-014**

**Adoption of Cash Management Plan**

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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 # 23-015**

**Authorizing Regular Meeting Schedule for the 2024 Year**

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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 10, 2024	July 10, 2024
February 14, 2024	August 14, 2024
March 13, 2024	September 11, 2024
April 10, 2024	October 9, 2024
May 8, 2024	November 13, 2024
June 12, 2024	December 11, 2024

(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 # 23-016**

**Designation of Official Newspapers for  
Publications for the 2024 Year**

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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 2024 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 2024 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 # 23-017**

**Authorizing Approval and Payment of Claims**

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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 # 23-018**

**Designating Surety Bonding for Commissioners**

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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 # 23-019**

**Appointment of Fire Official**

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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 2024.
- (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 #23-020**

**Adoption of Temporary Budget for 2024**

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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, 2024, and the adoption of the budget by the fire district, which is scheduled for January 10, 2024.

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.

**RESOLUTION FOR MEMBER PARTICIPATION  
IN A COOPERATIVE PRICING SYSTEM**

A RESOLUTION AUTHORIZING THE WASHINGTON TOWNSHIP FIRE DISTRICT #1  
TO ENTER INTO A COOPERATIVE PRICING AGREEMENT

**Resolution # 23-022**

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the Educational Services Commission of New Jersey, hereinafter referred to as the "Lead Agency" has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services;

WHEREAS, on December 13, 2023, the governing body of the Washington Township Fire District #1, County of Warren, State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services.

NOW, THEREFORE BE IT RESOLVED as follows:

**TITLE**

This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of the Washington Township Fire District # 1

**AUTHORITY**

Pursuant to the provisions of *N.J.S.A. 40A:11-11(5)*, the Chairman Mike Riotto is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

**CONTRACTING UNIT**

The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)* and all other provisions of the revised statutes of the State of New Jersey.

**EFFECTIVE DATE**

This resolution shall take effect immediately upon passage.

**CERTIFICATION**

I hereby certify that the above resolution was adopted by the Board of Commissioners of Washington Township Fire District #1 at a meeting of said governing body held on December 13, 2023.

BY:

\_\_\_\_\_  
Mike Riotto, Chairman

ATTEST BY:

\_\_\_\_\_  
Karl Spolarich, Secretary

## Washington Township Fire Department

December 3, 2023

Board of Fire Commissioners

Chiefs Report for the month of November

Accomplishments for the month:

We had a total of 55 calls (18 Fire Department calls) and (37 Calls assisting the EMT's).

1 Open Burn

6 MVA's

1 Gas Leak

2 Smoke Conditions

1 Wire/Pole Fire

6 Fire Alarm Activations

1 Structure Fire (Washington Boro.)

1 Business Meeting

1 Narcan Training Drill

Several Members are attending Incident Command I-300 Classes.

Members attended a critique of the MVA on rt.31 in Oxford. The critique was Nov 29, 2023. Only members who were at the MVA were requested to attend.

David Settele

Chief WTFD



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

**NOVEMBER 2023**

Non Life Hazard Inspections - 10

Life Hazard Inspections - 12

CSDCMAC - 09

Permits Issued - 03

Non Life Hazard Fees Collected - \$340.00

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

Smoke Detector Fees (CSDCMAC) collected \$ 450.00

Permit Fees collected - \$328.00

Fire Official Hours -

Edward Kiley

Fire Official - Washington Township Fire District #1

# Washington Township Fire District #1

## Unpaid Bills Detail

As of December 12, 2023

	Type	Date	Num	Due Date	Aging	Open Balance
<b>C&amp;M Auto Parts</b>						
	Bill	12/04/2023	693906	12/14/2023		<u>5.98</u>
Total C&M Auto Parts						5.98
<b>Comcast</b>						
	Bill	12/04/2023	8499052730036227	12/14/2023		75.54
	Bill	12/04/2023	8499052730036219	12/14/2023		<u>234.62</u>
Total Comcast						310.16
<b>ESO Solutions, Inc.</b>						
	Bill	12/04/2023	Q-134319	12/14/2023		<u>6,760.00</u>
Total ESO Solutions, Inc.						6,760.00
<b>Fire and Safety Services , LTD.</b>						
	Bill	12/04/2023	IO23-09366	12/14/2023		93.69
	Bill	12/04/2023	io23-08769	12/14/2023		<u>599.27</u>
Total Fire and Safety Services , LTD.						692.96
<b>Fleet Services</b>						
	Bill	12/04/2023	92632537	12/14/2023		<u>500.00</u>
Total Fleet Services						500.00
<b>New Jersey American Water</b>						
	Bill	12/04/2023	1018- 210023095075	12/04/2023		<u>7,539.20</u>
Total New Jersey American Water						7,539.20
<b>Richard Braslow</b>						
	Bill	12/04/2023	04452	12/04/2023		<u>300.00</u>
Total Richard Braslow						300.00
<b>The Hartford Steam Boiler</b>						
	Bill	12/04/2023	1280763	12/14/2023		<u>105.00</u>
Total The Hartford Steam Boiler						105.00
<b>United States Postal Service</b>						
	Bill	12/04/2023	152	12/14/2023		<u>244.00</u>
Total United States Postal Service						244.00
<b>Washington Township Fire Department</b>						
	Bill	12/04/2023	qtr. 4	12/04/2023		<u>13,799.25</u>
Total Washington Township Fire Department						13,799.25

**Division of Pensions and Benefits**

	Bill	12/12/2023	owed	12/22/2023	<u>7,373.36</u>
Total Division of Pensions and Benefits					<u>7,373.36</u>
<b>TOTAL</b>					<b><u><u>37,629.91</u></u></b>