

BOARD OF FIRE COMMISSIONERS  
Pennington Borough Fire District No. 1  
P.O. Box 387  
Pennington, NJ 08534

**MINUTES January 15, 2019**

**CALL TO ORDER**

The regularly scheduled meeting was called to order by Chairman Blackwell at 7:35 p.m. at the Pennington Firehouse, following adequate notice under the Open Public Meetings Law (annual notice published in the official newspaper of the district and the Hopewell Valley News, filed with the municipal clerk, posted at the Pennington Borough Municipal Building and Board offices, posted on the fire district's web site and provided to any person requesting same in advance of the meeting).

**ROLL CALL**

Present by roll call were Commissioners Mark Blackwell, Bob DiFalco, Brian Hofacker (arrived late), Bill Meytrott. Absent: Wayne Blauth. Also present were Chief Gaudio, Ass't Chief Demareski, Joe Carducci and Attorney Griswold.

In Commissioner Blauth's absence, Commissioner DiFalco was appointed Acting Secretary for the meeting.

**CHIEF'S REPORT**

The fire company responded to 508 calls during 2018. There were 22 calls in December, 2018: 6 of them in Pennington Borough, 6 in the Township, 2 in Hopewell Borough and 8 other. Calls included 3 residential, 1 wires/transformer, 1 motor vehicle rescue and 1 CO call. 2 scheduled drills were held.

**Activities:**

- Operation Santa and Santa's sleigh visits to neighborhoods were a big success.
- The fire company holiday party was held early in the month.

**APPROVAL OF MINUTES**

The minutes of the December 18, 2019 meeting will be presented for approval at the next meeting.

**TEMPORARY BUDGET FOR 2019 and APPROPRIATION FOR DEBT SERVICE**

On a motion by Cmsr. Meytrott, seconded by Cmsr. DiFalco and passed, **Resolution 2019-01** - Adoption of a temporary budget of \$64,519.00 and appropriation of \$103,459.53 for debt service on the aerial apparatus was approved by a roll call vote.

**TREASURER'S REPORT**

A copy of the treasurer's report was made available to each Commissioner with a list and description of the bills to be paid. The Chief Financial Officer certified there were sufficient encumbered funds from the 2018 budget and unencumbered funds in the 2019 temporary budget to pay the bills as presented. On a Motion by Cmsr. Meytrott, seconded by Cmsr. DiFalco and passed, **Resolution 2019-02** - Paying bills in the amount of \$130,575.07 (\$12,883.00 from '19

temporary budget; \$14,232.54 from encumbered '18 funds; \$103,459.53 debt service '19) was approved by roll call vote.

Cmsr. Blackwell stated his intent to be recorded as an abstention from any votes to approve payments throughout the year for bookkeeping services.

The 4<sup>th</sup> quarter tax payment was received from the township (\$70,513.51).

No 2018 tax payments have been received from Pennington Borough – the chairman will contact.

An insurance check for damage to the chief's vehicle was received (\$686.40).

**PUBLIC COMMENT** – None.

### **OLD BUSINESS**

- Sale of Old Aerial – The township board is contemplating trading in the vehicle toward the price of a truck they are buying.

- Lease with Fire Company – Discussion between the parties underway.

- SOG's – Final copies have been distributed to committee members for review.

- Outstanding Pagers – Cmsr. Meytrott is coordinating effort to get outstanding pagers returned.

- LOSAP – Efforts continuing to recoup funds from inactive members with money in LOSAP accounts.

- Engine Room Floor – Resurfacing has been scheduled to begin the week of June 10th.

- Rescue - Lights awaiting installation on the bumper.

### **PUBLIC HEARING ON 2019 BUDGET**

On a motion by Cmsr. Blackwell, seconded by Cmsr. Meytrott and passed, the public hearing on the 2019 approved budget was opened. On a Motion by Cmsr. DiFalco, seconded by Cmsr. Meytrott and passed, **Resolution 2019-03** – Authorizing 2019 Fire District Budget be Read by Title was adopted.

After taxpayers of the fire district and all persons having an interest in the budget were given an opportunity to speak, and there being no comment, on a motion by Cmsr. Blackwell, seconded by Cmsr. Meytrott and passed, the public hearing was closed.

On a motion by Cmsr. Meytrott, seconded by Cmsr. DiFalco and passed, **Resolution 2019-04** – Adopting the 2018 Fire District Budget was passed. (synopsis attached to these minutes)

### **NEW BUSINESS**

#### **LOSAP - 2018**

The certified list of volunteers indicating those who qualified for LOSAP contributions in 2018 was submitted to the board. 62 volunteers earned contributions, 3 of whom are new participants.

On a motion by Cmsr. Blackwell, seconded by Cmsr. Meytrott and passed, **Resolution 2019-05** – Approving the 2018 certified LOSAP participation list and authorizing its posting for review was passed.

**Firehouse Exhaust System Contract:** The township board executed and returned the repayment agreement for the engine room exhaust system. On a motion by Cmsr. Meytrott, seconded by Cmsr. DiFalco and passed, **Resolution 2019-06** - Authorizing execution of the Exhaust System Repayment Agreement was adopted.

Commissioner Hofacker arrived.

**2019 Election and Budget Referendum:** Candidate petitions for the two open 3-year terms on the Board of Fire Commissioners must be filed with the Clerk of the Board by 5pm on January 18<sup>th</sup>. Voting will take place on February 16, 2019 at the Pennington Fire Company firehouse from 2-9 pm. Cmsr. Meytrott will appoint poll tellers and will open the polls; Cmsr. Blackwell will close the polls. On a motion by Cmsr. Hofacker, seconded by Cmsr. DiFalco and passed, **Resolution 2019-07** – Authorizing payment to Fire District Election poll tellers was adopted.

**Annual Resolutions:** On a motion by Cmsr. Hofacker, seconded by Cmsr. DiFalco and passed, **Resolutions 2019-08 through 2019-13** were approved by roll call vote as follow:

**2019-08:** Adoption of a cash management plan and designating PNC Bank as depository.

**2019-09:** Designation of the Times of Trenton as the official newspaper of the fire district and the Hopewell Valley News and/or Princeton Packet as secondary publications.

**2019-10:** Appointment of Barbara S. Griswold as fire district attorney for 2019, at a fee of \$11,750.00, without competitive bidding.

**2019-11:** Appointment of Joseph Carducci of Bedard, Kurowicki & Co., as fire district auditor for 2019, at a fee not to exceed \$19,500.00, without competitive bidding.

**2019-12:** Appointment of Nottingham Insurance as the fire district's insurance broker of record.

**2019-13:** Appointment of Brian Hofacker as the fire district's Public Agency Compliance Officer.

**Fidelity Bond:** Mr. Carducci distributed an overview of the Local Finance Board's proposed amendments and new rules for the NJ Administrative Code sections dealing with Local Authorities' budgets, accounting and audits, etc. One recommendation will be that there be fidelity bond coverage, separate from the blanket fidelity bond, for the individual holding overall management responsibility for the authority's finances. Cmsr. Blackwell will look into the costs for such a bond, as well as for increasing the coverage of the blanket bond.

## **ADJOURNMENT**

The meeting adjourned at 9:21 p.m. The next regular meeting of the Board will be held at 7:30 p.m. on February 19, 2019.

**BOARD OF FIRE COMMISSIONERS  
PENNINGTON BOROUGH FIRE DISTRICT NO. 1**

The budget adopted for the year 2019 by Resolution of the Board of Fire Commissioners of Fire District No. 1, Pennington Borough, Mercer County, New Jersey, following a public hearing at its meeting held January 15, 2019, is as follows:

Anticipated Revenues

Restricted Fund Balance Utilized	\$300,000.00
Interlocal Service Agreement (Hopewell Twp)	410,907.00
Amount to be Raised by Taxation	<u>212,670.00</u>

Total Revenues	\$923,577.00
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Operating Appropriations

Administration:

Election	\$ 500.00
Office Expense	5,500.00
Professional Service	33,500.00
Telecommunications	8,000.00
Awards	2,500.00
Subscriptions & Advertising	2,669.00
Medical	1,000.00
Contingent Expenses	<u>2,000.00</u>

Total Administration	\$ 55,669.00
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Cost of Operations:

Insurance	\$ 75,000.00
Apparatus Housing	55,872.00
Truck Repair & Maintenance	20,066.00
Operating Supplies	2,000.00
Education & Training	13,400.00
Fuel & Oil	12,000.00
Firefighting & Radio R&M	<u>10,916.00</u>

Total Cost of Operations	189,254.00
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Turnout Gear	\$ 28,700.00
Firefighting equipment	23,190.00
Radio Equipment	<u>1,815.00</u>

Total Other Assets - non-bondable	53,705.00
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LOSAP Appropriation	115,000.00
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Capital Appropriations:

Principal Payments on Debt	\$ 77,582.00
Interest Payments on Debt	25,878.00
Deposit on Pumper	300,000.00
Reserve for future capital purchases	<u>106,489.00</u>

Total Appropriations	\$ 923,577.00
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Estimated Tax Rate per \$100.00 = \$0.042

Based on 2018 assessed valuation of district \$496,927,100.00