

MINUTES - REGULAR MEETING

November 11, 2019

Commissioner Ray Woytas called the meeting to order on the above mentioned date at 7:30 pm, at the Fire Commissioner's office at 434 Route 10, Whippany, NJ.

Commissioners present: Woytas, Kitchell, Polo, & Willans

Absent: Kraley

Also present: Chief Joseph Cortright,

At this time the Chairman read the following: Pursuant to statutes made and provided, let the minutes show that notice of this meeting was transmitted to the following newspapers: the Daily Record; and filed with the clerk of the Township of Hanover and the Clerk of this Board.

MINUTES OF THE LAST MEETING

The Chairman called for the acceptance of the regular minutes from last month. Comm. Polo made a motion to accept the minutes. The move was seconded by Comm. Kitchell and it was carried by the following vote:

AYES: Woytas, Kitchell, Polo & Willans

ABSENT: Kraley

NAYS: None

TREASURER'S REPORT

The following Treasurer's report was submitted. Commissioner Kitchell made a motion to accept the report. Comm. Willans seconded the move and it was carried by the following vote:

AYES: Woytas, Kitchell, Polo & Willans

ABSENT: Kraley

NAYS: None

Hanover Township, New Jersey		
Treasurer's Report - November 11, 2019		
For the month of October 2019		
General Checking Account #7859643244		
TD Bank		
Balance On Hand - September 30, 2019		\$403,718.09
October Checks		(\$101,557.36)
<u>Deposits for the Month of October 2019</u>		
Cushman & Wakefield	Penalty	\$2,994.00
Hanover Marriott	Training Income	\$1,330.00
Barclays Capital	Permits & Fees	\$54.00
Township of Hanover	Payment #5	\$259,299.00
Registration Fees		\$250.00
<u>Balance on Hand, October 31, 2019</u>		<u>\$566,087.73</u>
<u>(matches Quickbooks)</u>		

Checks Submitted this Month's Meeting		\$168,267.69

CHIEF'S REPORT:

Supplies, Equipment, and Maintenance

- Supplies were purchased from Home Depot.
- Supplies were purchased from Staples.
- Supplies were purchased from Auto Zone.
- Supplies were purchased from Fastenal.
- CPR Supplies were purchased from CPR Baltimore.

Apparatus

- Brunner's Garage had to replace the steering rack and outer tie rod ends on Unit 87.
- Engine 81 is in service full time.
- As of Friday, Engine 81 does not have a bid on it. There have been 666 visitors looking at the truck.

Training

- Training for the month of October was:
 - 3rd Pierce training on the new Engine
 - 9th Company training on new Engine
 - 15th Review of the fire from Friday
 - 22nd Ropes and knots
- Training for the month of November will be:
 - 19th Fire Academy Class A burn building
 - 26th vehicle extrication

Purchases

- No purchase requests for the month.

Fire Prevention

- (25) Inspections / re-inspections were conducted last month. \$2,994.00 was collected in permit fees and fines.

EMS

- (56) Calls were answered last month. 0 transports.

Fire

- (47) Calls were answered last month.

Other Matters and Announcements

- Multiple Spec Reviews were completed.
- I met with a representative from Bowman Engineering regarding a hotel proposal on Rt 10 between Suburban and the Sunoco Station.
- I have a meeting next week with representatives who are developing the old Eden Mill property.
- We have completed Fire Prevention classes for the school children. Approximately 500 children.
- We have started CPR training for HT Board of Education.
- Barclays had a firework display on October 7th. We had a crew and engine on stand-by. I submitted an invoice to them for our time.
- Vouchers for Wildwood have been distributed.
- Last Wednesday I was the guest speaker at the Hanover Senior Citizens meeting discussing fire safety over the winter and other topics.
- Upcoming events:
 - Flu Shots tomorrow night November 12th.

Chief reported that Mid 81 has had 826 views on Gov Deals but no bids. It has 10 more days to go.

A motion was made by Comm. Kitchell that we accept the Chief's report and also that if there are no bids in the remaining listing period, that we re-list the engine for another 2 weeks and drop the price \$5000.

The motion was seconded by Comm. Polo and passed by the following vote:

AYES: Woytas, Kitchell, Polo & Willans

ABSENT: Kraley

NAYS: None

COMMUNICATIONS -

1. A report from Robbie Conley Architects was submitted for the month of October. (attached)
2. From Richard Braslow – Budget information and dates, along with sample resolutions for moving budget items and setting up temporary budgets.
3. A notice from TD Bank that our CD is coming due and they will automatically renew it unless we tell them otherwise.

At this time, the attached resolution was read aloud; Authorizing the County to appropriate bonds. The Board agreed to approve the resolution and it was signed and notarized. Janet will fax it to Matt Jessup.

Randy spoke to matt Jessup from the County. They close on these bonds on December 19th. Then they'll have the money and will work on figuring out the payoff.

The County will give us the money which will be deposited into a separate account. Checks can be written from that account to keep everything separate for accounting and auditing purposes.

Derrick Shearer: Did we advertise the meeting with Braslow that is coming up? And are we ready to take on all this? He's heard we're moving forward but it still has to go through with the Company. It has yet to be approved.

Chief – Braviak sent out a note out today explaining the whole fire service agreement. It will go to the Company to be approved.

Paul Perrello asked about the sale of the old building.

Chief – There's an easement delay on the sale of the old building.

Polo – Actually, the longer it's delayed, the better it is for us.

Once we know how much the annual debt service will be, that will play into our budget.

Wednesday, there is a budget meeting at 7 pm

COMMITTEE REPORTS

Personnel: One meeting with Career staff has taken place re: their new contract.

Apparatus: The new engine is in service. About 10 people have been trained on it so far.

Insurance: Nothing at this time

Dinner: Nothing at this time.

First Aid: We responded to 56 calls and 0 transports.

Relocation: There is a meeting with Richard Braslow and the architect on Thursday to discuss getting the bids going.

Derrick Shearer asked if we were hiring someone to oversee the project this time.

Randy – answered Yes, there will be a Clerk of the Works. It is required.

The footings have passed inspection and Frank Minerowicz is working with Robbie Conley on a fix for the windows.

Township: Brian Cahill absent – nothing at this time.

FIRE CO: Nothing at this time.

OLD BUSINESS – Nothing at this time.

NEW BUSINESS – The election designating funds to purchase a new Chief vehicle is going on next door this evening.

PUBLIC PART OF THE MEETING

7 members of the public attended. No comments were made.

BILLS

Comm. Kitchell moved that the following bills be paid. The move was seconded by Comm. Willans and was carried by the following vote:

AYES: Woytas, Kitchell, Polo & Willans

ABSENT: Kralej

NAYS: None

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Split</u>	<u>Amount</u>
10/03/2019	10103	Whippany Fire Company	Other Rentals	-9,000.00
10/03/2019	10104	Optimum 10 Troy	Utilities	-256.36
10/03/2019	10105	Cobane, Rob	Fuel Vouchers	-70.00
10/03/2019	10106	Cowley, Dale	Fuel Vouchers	-30.00
10/03/2019	10107	Gallo, Matt	Fuel Vouchers	-30.00
10/03/2019	10108	Gethins, John	Fuel Vouchers	-20.00
10/03/2019	10109	Graziano, Jesse	Fuel Vouchers	-30.00
10/03/2019	10110	Jubinski, Ken	Fuel Vouchers	-30.00
10/03/2019	10111	Kelly, Brian	Fuel Vouchers	-20.00
10/03/2019	10112	Kelly, Eric	Fuel Vouchers	-20.00
10/03/2019	10113	Kelly, Jonathan	Fuel Vouchers	-20.00
10/03/2019	10114	Kelly, Tim	Fuel Vouchers	-30.00
10/03/2019	10115	Koba, Jack	Fuel Vouchers	-20.00
10/03/2019	10116	Lori, Anthony	Fuel Vouchers	-20.00
10/03/2019	10117	Makowski, Joseph	Fuel Vouchers	-20.00
10/03/2019	10118	Mihalko, Joseph Jr.	Fuel Vouchers	-30.00
10/03/2019	10119	Pavone, Matthew	Fuel Vouchers	-30.00
10/03/2019	10120	Rung, Michael	Fuel Vouchers	-20.00
10/03/2019	10121	Shearer, Derrick	Fuel Vouchers	-70.00
10/03/2019	10123	Tursi, Frank	Fuel Vouchers	-30.00
10/03/2019	10124	Wittnebert, John	Fuel Vouchers	-30.00
10/03/2019	10125	Wodynski, William	Fuel Vouchers	-30.00
10/03/2019	10126	Woytas, Tyler	Fuel Vouchers	-30.00
10/03/2019	10127	Ziccarello, Ricky	Fuel Vouchers	-20.00
10/07/2019	10128	STAPLES CREDIT PLAN	Office Supplies	-244.10
10/07/2019	10129	PSE&G 10 Troy	Utilities	-15.68
10/07/2019	10130	NJ Advance Media	Advertising	-606.36
10/07/2019	10131	McNeil & Company	Insurance Premiums	-41.12

10/07/2019	10132	SMCMUA 10 Troy	Utilities	-261.78
10/07/2019	10133	JCP&L	Utilities	-57.76
10/07/2019	10134	Auto Zone	Operating Materials & Supplies	-89.89
10/07/2019	10135	All Jersey Garage Doors	Building Maintenance	-400.00
10/07/2019	10136	SMCMUA 10 Troy	Utilities	-100.70
10/07/2019	10137	Robbie Conley Architects	Architectural Fees	-12,540.00
10/07/2019	10138	Nestle Pure Life Direct	Water	-124.86
10/14/2019	10139	JCP&L	UUT	-697.36
10/14/2019	10140	Amtrust North America	Insurance Premiums	-4,301.00
10/14/2019	10141	R&J Control, Inc.	Generator	-555.21
10/14/2019	10142	Palermo's Pizza	Promotion	-143.50
10/14/2019	10143	Cortright, Joseph	Reimbursements	-103.01
10/14/2019	10144	JCP&L 10 Troy	Utilities	-172.41
10/15/2019	eft	NJ Division of Pensions & Benefits Health	Medical Benefits	-12,529.31
10/15/2019	eft	Board of Fire Commissioners	employee payroll	-22,061.63
10/18/2019	10145	PSE&G	Utilities	-43.31
10/21/2019	eft	NJ Division of Pension & Benefits- Pension	Pension Expense	-634.55
10/21/2019	eft	NJ Division of Pension & Benefits- Pension	Pension Expense	-2,419.10
10/21/2019	10146	Standard Insurance Co	Life Insurance	-1,915.30
10/21/2019	10147	US Bank Equipment Finance	Copy Machine lease	-255.00
10/28/2019	10148	Spectrum Communications	Radios	-4,889.55
10/28/2019	10149	Cortright, Joseph	Wildwood	-793.00
10/28/2019	10150	Lori, Anthony	Wildwood	-793.00
10/28/2019	10151	Wodynski, William	Wildwood	-793.00
10/28/2019	10152	Makowski, Joseph	Wildwood	-793.00
10/28/2019	10153	Optimum	Utilities	-280.99
10/28/2019	10154	Home Depot Credit Services	Shop Supplies	-164.01
10/31/2019	eft	Board of Fire Commissioners	employee payroll	-22,831.51
11/04/2019	10155	Verizon	Utilities Membership Dues & Subscriptions	-243.00
11/04/2019	10156	Matthew Bender & Co.	Utilities	-245.52
11/04/2019	10157	Verizon Wireless	Utilities	-152.04
11/04/2019	10158	Optimum 10 Troy	Utilities	-256.36
11/04/2019	10159	McNeil & Company	Insurance Premiums	-10,684.25
11/04/2019	10160	Township of Hanover	gasoline / diesel	-298.22
11/04/2019	10161	Richard M. Braslow, Esq	Legal	-1,080.00
11/04/2019	10162	Woytas, John R.	Wildwood	-793.00
11/04/2019	10163	Kruger, Walter	Wildwood	-793.00
11/04/2019	10164	Stat Packs	Operating Materials & Supplies	-380.06
11/04/2019	10165	CF Services	repairs & maintenance	-757.70
11/04/2019	10166	Lifesavers, Inc.	CPR Training Expense	-1,140.00
11/04/2019	10167	NJ Fire Equipment Co.	Purchase of Assets	-4,285.00
11/04/2019	10168	Fastenal	Operating Materials & Supplies	-112.25
11/04/2019	10169	CPR Baltimore	CPR Training Expense	-298.99
11/04/2019	10170	Robbie Conley Architects	Architectural Fees	-12,540.00
11/04/2019	10171	Emergency Reporting	Computers	-159.91
11/04/2019	10172	Nestle Pure Life Direct	Water	-164.57
11/04/2019	10173	Cobane, Rob	Fuel Vouchers	-70.00
11/04/2019	10174	Cowley, Dale	Fuel Vouchers	-30.00

11/04/2019	10175	Gallo, Matt	Fuel Vouchers	-20.00
11/04/2019	10176	Gethins, John	Fuel Vouchers	-20.00
11/04/2019	10177	Graziano, Jesse	Fuel Vouchers	-30.00
11/04/2019	10178	Kelly, Brian	Fuel Vouchers	-20.00
11/04/2019	10179	Kelly, Eric	Fuel Vouchers	-30.00
11/04/2019	10180	Kelly, Tim	Fuel Vouchers	-30.00
11/04/2019	10181	Koba, Jack	Fuel Vouchers	-30.00
11/04/2019	10182	Lori, Anthony	Fuel Vouchers	-20.00
11/04/2019	10183	Makowski, Joseph	Fuel Vouchers	-20.00
11/04/2019	10184	Mihalko, Joseph Jr.	Fuel Vouchers	-30.00
11/04/2019	10185	Pavone, Matthew	Fuel Vouchers	-20.00
11/04/2019	10186	Rung, Michael	Fuel Vouchers	-20.00
11/04/2019	10187	Shearer, Derrick	Fuel Vouchers	-50.00
11/04/2019	10188	Tursi, Frank	Fuel Vouchers	-30.00
11/04/2019	10189	Winkler, Sean	Fuel Vouchers	-10.00
11/04/2019	10190	Winters, Henry	Fuel Vouchers	-20.00
11/04/2019	10191	Wittnebert, John	Fuel Vouchers	-30.00
11/04/2019	10192	Wodynski, William	Fuel Vouchers	-10.00
11/04/2019	10193	County of Morris Treasurer	Dispatching Services	-22,529.00
11/05/2019	10194	Township of Hanover	gasoline / diesel	-449.60
11/05/2019	10195	PSE&G 10 Troy	Utilities	-31.33
11/05/2019	10196	McNeil & Company	Insurance Premiums	-1,059.37
11/05/2019	10197	Brunners Garage	Car 87	-1,201.55
11/11/2019	10198	STAPLES CREDIT PLAN	Office Supplies	-512.19
11/11/2019	10199	Auto Zone	Operating Materials & Supplies	-130.89
11/11/2019	10200	JCP&L 10 Troy	Utilities	-194.67
11/11/2019	10201	Amtrust North America	Insurance Premiums	-4,301.00
11/11/2019	10202	Police & Firemen's Insurance Association	Police & Fire Insurance	-506.06
11/11/2019	10203	CPR Baltimore	CPR Training Expense	-180.00
11/11/2019	10204	Wodynski, William	Reimbursements	-91.00
11/11/2019	10205	JCP&L	Utilities	-599.80
				<u>-</u>
				168,267.69

7:50 - At this time, Comm. Kitchell made a motion to go into Private Session to discuss Personnel. The motion was seconded by Comm. Polo and passed by the following vote:

AYES: Woytas, Kitchell, Polo, & Willans

ABSENT: Kraley

NAYS: None

At **8:55** the Board came out and continued the meeting at 440 Route 10 in order to determine the results of the election.

At **9:00**, the votes were counted for the election authorizing purchase of a Chief's vehicle not to exceed \$55,000. The results were:

YES – 30

NO – 3

Comm. Woytas made a motion to adjourn the meeting. Comm. Kitchell seconded the motion and it passed unanimously. Meeting was adjourned at **9:03**.

Respectfully submitted: *Janet Gant Hammond, Board Assistant*