

MINUTES - REGULAR MEETING & REORGANIZATION

May 13, 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: Kitchell, Woytas, Polo, Kraley & Willans

Absent: None

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.

At this time, Badges and Shields were presented to Brian Kelly for his terms as Assistant chief and Deputy Chief from 2006-2018. And to Derrick Shearer for his term as Commissioner from 2015 to 2018.

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: Kitchell, Woytas, Kraley, Polo & Willans

ABSENT: None

NAYS: None

TREASURER'S REPORT

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

AYES: Kitchell, Woytas, Kraley Polo & Willans

ABSENT: None

NAYS: None

General Checking Account		
#7859643244		
TD Bank		
Balance On Hand - March 31, 2019		\$277,597.20
April Checks		(\$203,232.47)
<u>Deposits for the Month of April 2019</u>		
Carl Sabatino	Training Income	\$19.00
Jersey Mikes	Permits & Fees	\$54.00
Hanover Sewer	Training Income	\$1,450.00
Registration fees		\$9,550.00
Palermos	Permits & Fees	\$54.00

Township of Hanover	District Taxes payment 2	\$259,299.00
<u>Balance on Hand, April 30, 2019</u>		<u>\$344,790.73</u>
<u>(matches Quickbooks)</u>		
Checks Submitted this Month's Meeting		\$230,744.89

CHIEF'S / FIRE OFFICIAL REPORT and COMMENTS

The following Chief's report was submitted.

Supplies, Equipment, and Maintenance

- Supplies were purchased from Home Depot.
- Supplies were purchased from Staples.
- Three new hand lights were purchased from the Fire Store.
- FF 1 repaired one SCBA pack.
- Minerva Cleaners repaired one set of turnout pants.

Apparatus

- FIS On Site Service repaired Engine 83. It had the same problem as E81. Engine 83 no longer has CAFS it only has water and foam. Cost of the repair was \$2,568.69

Training

- Training for the month of April will be:
 - 16th Acquired structure on Park Avenue
 - 23rd Pump Ops
 - 30th Haz Mat
- Training for the month of May will be:
 - 21st Hose line advancement
 - 28th Bailout System Review

Purchases

- No purchase requests for the month. The SCBA bottles approved last month were ordered and will be delivered in July.

Fire Prevention

- (56) Inspections / re-inspections were conducted last month. \$108.00 were collected in permit fees and fines.

EMS

- (26) Calls were answered last month. No transports.

Fire

- (40) Calls were answered last month.

Other Matters and Announcements

- Multiple Spec Reviews were completed.
- Sean Winkler will be joining the fire company tomorrow night as a junior member.
- Jack Koba and John Wittenbert have both completed and passed the FF 1 class at the Academy.

- The Fire Academy has started an Open Training night once a month for anyone who is FF 1 certified. This will give members the opportunity to do extra training with fire fighters from around the County. Asst. Chief Shearer attended last month. He and Eric Kelly will be attending this month. This class is at no cost to the fire departments.
- I asked the Career Staff to give me their pros and cons regarding the second trial schedule. I have attached that to this report.
- I spoke the Eric Trevena our salesman from Pierce. He gave me an updated schedule for the engine. It is scheduled to start production this week or next week. Projected finish date will be end of July early August. He also supplied me with a preliminary graphics drawing. I made copies for you.
- Hanover Recreation Department has opened up registration for this year's Public Safety Academy which will be held in July.
- We responded to Parsippany Dist. 6 and Morris Township on mutual aid last month.
- Upcoming events in town:
 - May 18th Fishing Contest
 - May 18th Touch a Truck
 - May 27th Memorial Day Parade
 - June 14th Flag Retirement Ceremony
 - July 1st Fireworks display

Chief Cortright went over his report with the Board.
 CAFS unit is now out of service – cannot get parts anymore.
 Engine 83 is now just foam and water.

He mentioned the Fire Academy extra training courses. Derrick Shearer and Eric Kelly will attend the next one offered.

He went over the Pros and Cons of the second trial schedule with the career staff. They are now on the third stage. One on and one off in a 2 week period. New hire Michael Cowley will take a 9-5 shift for the first 2 weeks. Soon, we will decide which schedule they want to use going forward. The guys don't seem to like the middle one at all so far.

Pierce has started our truck. They will be updating the Chief with pictures and emails as they go along. Chief is starting a binder for anyone to look at and see the progress.
 Truck is due sometime in July or early August.

The High School has approved a CPR program for seniors, which we are helping with. We will provide mannequins and manpower as they need us.

A motion was made by Comm. Kitchell that the Chief should go ahead and get prices at least. It was seconded by Comm. Polo and passed by the following vote:

AYES: Kitchell, Woytas, Kraley Polo & Willans

ABSENT: None

NAYS: None

COMMUNICATIONS -

1. We received a Letter of Resignation from Rich Allocco effective May 1st.
2. Letter (attached) from Brian McGaughran thanking Ian Bell and Ben Bradley for their response on a medical call for his parents.
3. A letter for Paul Perrello from Bayer Pharmaceuticals thanking him for his work on Take your Child to Work day

The Daily Record had printed a notice that we had asked for just a quote on. They printed a retraction at no cost to us, Our attorney Braslow was also apprised of this situation.

A motion was made by Comm. Polo that we accept the resignation of Rich Allocco. It was seconded by Comm. Polo and passed by the following vote:

AYES: Kitchell, Woytas, Kralej Polo & Willans

ABSENT: None

NAYS: None

COMMITTEE REPORTS

Personnel: The Career Staff has started a new schedule. Mike Cowley has accepted our offer of employment and the paperwork has been started. He starts June 3rd (1st) as a Firefighter / EMT.

Apparatus: Chief will keep everyone informed as the new truck progresses.

Insurance: We have a new Workers Comp provider. The coverage will be the same but it will save us \$6,000 / year. Also, Chief found out that once we get rid of this property and are no longer paying insurance on both properties, it will save us about \$7,000 / year.

Dinner: Nothing at this time.

First Aid: Nothing at this time.

Township: Brian Cahill absent – no report

FIRE CO: Nothing at this time.

Relocation: Tom Braviak and Fred Brunner reported to the Board. They asked the question of who would like to pay for the latest **architect's bill**. It is \$6,600 and is for the As-built plans and the mezzanine architect plans. The company has paid him \$10,000 to date and wanted to know if the Commissioners would pick up the rest since the mezzanine plans are for their space.

After that – Phase One is done and paid for.

Then we have a spot to start for the bidding for the entire project.

Re: Space. The Chief has been exploring all alternatives. The Office space at Dr. Eckert /; Skurla's is still an orthodontist office – not really suitable.

He got prices on office trailers that were cheaper than the original quotes we had. For 6 months, it would be \$11,000 for a 12 x 60 trailer from William Scottsman, Inc in Woodbridge.

Each month over that time period, would be another 15-20% on what the monthly rent would be.

He also got a price on a storage container dropped on site for \$1500 for 6 months.

Randy asked - According to Connolly – what will the temporary mezzanine cost?

Fred – Would be about \$800,000 to get the TCO. That includes the parking lot, bathrooms, electric, plumbing AND the mezzanine. It's not all broken out.

We're also not sure once they get in there that there were things that were supposed to be done that maybe weren't.

Meet With Town re TCO - Braviak – We need a meeting with the town NOW.

The purchaser's plans are filed. They met this month for a completeness review. If it's all goo, it will go on the town's calendar.

Our developer is now tied to Whippany Village ownership change which may slow things down a little. But he needs to deliver Starbucks by a certain date. He's under contract with them. If he can't deliver access, that's an out for the purchaser.

There was an amendment to allow a drive-through. Not sure if that's still there. There could be variances. They are now committed.

**We need to go to the town and show them the As-Built – and tell them, We have to be able to get out of here. Can we at least park the trucks up there? Can we have a Temporary Use nod or something? If we can show them a plan to completely finish it, it will help us with them.

The town wants to know our plan. If we can show them the As-Builts, they can tell us what else we need to add to finish the TCO.

We should SEE the As-Builts and Phase One steps before we send them that last check. Connolly will be contacted.

Tax Impact: Randy reported that in 25 years of the loan, the tax impact would be 3 and a half cents – centered around the expected life of the cell tower.

Costs:

5.5 million bonds = 3.75 mill loan payoff + 2.7 mill new construction.

Actually, range of 2.1 – 2.7.

What is our yearly debt service? It will be less because the \$9000 / month will come from the Commissioners rents, and the cell tower income will be deducted also.

3.5 million would be zero impact to the taxpayers.

But 3 ½ cents is not a true representation.

The tax rate will jump from 5 ½ cents to 9 cents. It looks like a 50% increase. We have to know exactly what the cost will be to the taxpayers.

Is it \$131,000 / year? Randy will call Jennifer tomorrow to clarify.

Richard Braslow will write the explanatory statement. He gave us steps to do. The next thing is the letter and how we would want to get that out.

It would be good to have all the numbers firm before we go to the town. They should know what we're doing to release to the public so they can field questions. Just with the election publication and retraction, both the town and the Chief were besieged with calls.

Brian Cahill would be a good first step in getting this information disseminated.

We also need to do a Resolution – but we need the election date and the actual numbers to put on the ballot / explanation to the public.

Randy suggested a meeting in the afternoon with Braslow, us and Matt to determine what we're doing going forward.

We need the difference number and call give it to Silvio to work out the tax rate for us.

If we took 6 million, what is a 3 million hit to the town?

When we go public, it would be a good idea to have a schedule.

Total Debt Service _____

Monthly payment rent amount _____

Company contribution _____

Then what the bottom line is: _____ to the taxpayers

Stress that we don't have any other choice. Tell them how much the company has put in so far and where we are at.

Chief – Maybe an Open Forum with the residents. We can have Silvio there. He's neutral and can just explain – this is what your tax will be.

The taxpayers may like to hear it from him more than from us since we are so invested in it and he's a neutral party. What is the cost per household?

We could show a big sign to show contributions. This is the cost. This is how much the Fire Company and Commissioners are putting in and that last small amount is from you.

We want it to be understandable to the average taxpayer. Show OUR contribution and then THEIR contribution which is much lower.

Fred – Construction lien has been totally lifted. We're free to proceed.

Agreement with Company – Tom will present bullet points at tomorrow's meeting. It's just a swap of what the agreement says now. Tom is working on an agreement. He will do some kind of outline for tomorrow and then send it to Braslow to look over.

Fred suggested we give Braslow the points and let him put it into a format. Then we can show it to the company all drawn up.

With a 99 year lease, we need to lease back space so the company will have full control.

Chief – Parsippany District #1 just did the same thing.

In the agreement it needs to be clear that we've committed money to this project.

After 25 years, should we figure out now what they would pay for then?

Many suggestions took place.

Do we split the utilities by percentages?

The Second floor - the taxpayers pay the maintenance on that. Should there be no profit made on rentals? What if they want to rent it? Who knows what will be in 25 years?

OR, write in that at the end of the term, a discussion takes place.

But we want to protect the company from changes that a future Board might make.

The Board will still pay the maintenance and utilities. The Company will have to contribute all tower funds until the loan is paid off.

At the completion of the loan, the company re-assumes 25% of the maintenance just like before or is it 80 – 20%? We have to make it clear, that once the loan is paid – there is no free rent.

Brian Kelly suggested give them 1 year free to save up their money and then meet on the 26th year for final payment decisions.

Tom suggested the Fire Company pay 100% of the maintenance and upkeep of THEIR space. It will be delineated whose space is whose.

Chief – Setting a dollar amount would be easier. \$500 / year. It's too hard to break down where each area belongs. Who left the light on in our area? Etc...

OLD BUSINESS – Cian Rung – The consensus of the Board was that his percentages are not where they should be so they are voting no. He should have asked the Board first prior to taking the course. You have to be a member in good standing – it says so in the rules.

NEW BUSINESS – Nothing at this time

PUBLIC PART OF THE MEETING

6 members of the public attended. Derrick Shearer suggested that the Board may want to consider pricing out supplemental insurance (Police & Fire) for interior firefighters in good standing as an incentive. If you don't meet your percentage 2 months in a row, they drop it. Or maybe on a yearly basis.?

Tom Braviak suggested increasing LOSAP points as an incentive.

Derrick said you never get it. It's for your survivors.

Randy said he got his. You have to agree not to enroll ever again. The insurance – who would qualify for it and what is the cost?

Maybe a scaled back Commissioners dinner instead.

BILLS

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

AYES: Kitchell, Woytas, Kraley Polo & Willans

ABSENT: None

NAYS: None

04/02/2019	9734	Verizon Wireless	Utilities	-152.04
04/02/2019	9735	Home Depot Credit Services	Shop Supplies	-40.70
04/02/2019	9736	NJ Advance Media	Advertising	-32.55
04/02/2019	9737	Township of Hanover	Gasoline / Diesel	-397.41
04/02/2019	9738	SMCMUA 10 Troy	Utilities	-93.15
04/02/2019	9739	Verizon	Utilities	-822.65
04/02/2019	9740	Optimum	Utilities	-279.71
04/02/2019	9741	Daily Record	Advertising	-44.46
04/02/2019	9742	Township of Hanover	Diesel	-275.03
04/02/2019	9743	Standard Insurance Co	Life Insurance	-1,915.30
04/02/2019	9744	SMCMUA	Utilities	-230.13
04/02/2019	9745	Emergency Reporting	Computers	-159.91
04/02/2019	9746	Brunners Garage	Car 87	-958.17
04/02/2019	9747	Morris County Public Safety Training Acad	Training and Education Membership Dues & Subscriptions	-250.00
04/02/2019	9748	Paul Perrello	Utilities	-91.00
04/02/2019	9749	Optimum 10 Troy	Utilities	-255.26
04/02/2019	9750	Hanover Sewerage Authority	Utilities	-469.22
04/03/2019	eft	NJ Division of Pension & Benefits-Pension	Pension Expense	-86,715.00
04/03/2019	eft	NJ Division of Pension & Benefits-Pension	Pension Expense	-12,008.00
04/04/2019	9751	Barz, Ronald	Fuel Vouchers	-20.00
04/04/2019	9752	Cobane, Rob	Fuel Vouchers	-70.00
04/04/2019	9753	Cobane, Robert	Fuel Vouchers	-20.00
04/04/2019	9754	Cowley, Dale	Fuel Vouchers	-30.00
04/04/2019	9755	Gethins, John	Fuel Vouchers	-20.00
04/04/2019	9756	Jubinski, Ken	Fuel Vouchers	-10.00
04/04/2019	9757	Kelly, Eric	Fuel Vouchers	-30.00
04/04/2019	9758	Kelly, Tim	Fuel Vouchers	-30.00
04/04/2019	9759	Lori, Anthony	Fuel Vouchers	-20.00
04/04/2019	9760	Makowski, Joseph	Fuel Vouchers	-20.00
04/04/2019	9761	Mihalko, Joseph Jr.	Fuel Vouchers	-10.00
04/04/2019	9762	Rung, Michael	Fuel Vouchers	-30.00
04/04/2019	9763	Shearer, Derrick	Fuel Vouchers	-70.00
04/04/2019	9764	Tursi, Frank	Fuel Vouchers	-10.00
04/04/2019	9765	Nestle Pure Life Direct	Water	-88.86
04/05/2019	eft	NJ Division of Pension & Benefits-Pension	Pension Expense	-784.55
04/05/2019	eft	NJ Division of Pension & Benefits-Pension	Pension Expense	-6,052.07
04/08/2019	9766	PSE&G 10 Troy	Utilities	-771.89
04/08/2019	9767	Police & Firemen's Insurance Association	Police & Fire Insurance	-552.65
04/08/2019	9768	STAPLES CREDIT PLAN	Office Supplies	-257.06
04/08/2019	9769	Auto Zone	Operating Materials & Supplies	-90.52
04/08/2019	9770	Whippany Fire Company	rent / training	-9,300.00
04/08/2019	9771	JCP&L	Utilities	-82.18

04/08/2019	9772	Richard M. Braslow, Esq	Legal	-2,700.00
04/08/2019	9773	JCP&L	Utilities	-463.69
04/08/2019	9774	Finish Line Car Wash	Car Washes	-24.09
04/08/2019	9775	PSE&G	Utilities	-1,132.33
04/08/2019	9776	Lifesavers, Inc.	CPR	-316.44
04/08/2019	9777	SMCMUA 10 Troy	Utilities	-257.91
04/10/2019	9778	Palermo's Pizza	Promotion Membership Dues & Subscriptions	-143.50
04/12/2019	9779	NJ State Assoc of Fire Districts		-300.00
04/12/2019	9780	Fire Service Safety Testing	Ladder - Test	-481.15
04/12/2019	9781	JCP&L 10 Troy	Utilities	-344.47
04/12/2019	9782	SMCMUA 10 Troy	Utilities	-100.70
04/12/2019	9783	FF1 Firefighter One, LLC	Operating Materials & Supplies	-1,069.00
04/15/2019	eft	NJ Division of Pensions & Benefits Health	Medical Benefits	-9,879.96
04/15/2019	eft	Board of Fire Commissioners	Employee Payroll	-19,807.26
04/18/2019	9784	Witmer Associates, Inc	Operating Materials & Supplies	-340.18
04/18/2019	9785	FF1 Firefighter One, LLC	Operating Materials & Supplies	-2,412.05
04/18/2019	9786	Northeast Communications, Inc.	Radios	-50.00
04/18/2019	9787	Turnout Fire & Ssafety - Little Falls	unifroms & personal equip	-307.94
04/18/2019	9788	Emergency Reporting	Computers	-159.91
04/22/2019	9789	FF1 Firefighter One, LLC	SCBA	-407.35
04/22/2019	9790	US Bank Equipment Finance	Copy Machine lease	-229.50
04/22/2019	9791	Township of Hanover	Gasoline	-152.08
04/22/2019	9792	Standard Insurance Co	Life Insurance	-3,830.60
04/24/2019	eft	NJ Division of Pension & Benefits-Pension	Pension Expense	-625.00
04/24/2019	eft	NJ Division of Pension & Benefits-Pension	Pension Expense	-3,000.00
04/24/2019	9793	Morristown Medical Group	Medical	-410.00
04/29/2019	9794	Verizon	Utilities	-938.47
04/29/2019	9795	Daily Record	Advertising	-219.80
04/29/2019	9796	NJ Advance Media	Advertising	-15.50
04/29/2019	9797	Minerva Cleaners	Gear Cleaning	-131.75
04/29/2019	9798	Optimum	Utilities	-279.40
04/29/2019	9799	Home Depot Credit Services	Shop Supplies	-106.68
04/29/2019	9800	Nisivoccia, LLP	Professional Services	-8,160.00
04/29/2019	9801	Verizon Wireless	Utilities	-152.04
04/30/2019	eft	Bd of Fire Commissioners	Employee Payroll	-20,724.25
05/02/2019	9802	Wegman's	Operating Materials & Supplies	-37.72
05/02/2019	9803	Safeguard Business Systems	Office Supplies	-218.31
05/02/2019	9804	Emergency Reporting	Computers	-159.91
05/02/2019	9805	CF Services	Engine 83	-237.50
05/02/2019	9806	Void		0.00
05/02/2019	9807	Fire Fighters Equipment Company Inc.	Recognitions	-1,530.00
05/02/2019	9808	Cobane, Rob	Fuel Vouchers	-70.00
05/02/2019	9809	Cobane, Robert	Fuel Vouchers	-20.00
05/02/2019	9810	Cowley, Dale	Fuel Vouchers	-20.00
05/02/2019	9811	Gethins, John	Fuel Vouchers	-30.00
05/02/2019	9812	Graziano, Jesse	Fuel Vouchers	-30.00
05/02/2019	9813	Jubinski, Ken	Fuel Vouchers	-10.00
05/02/2019	9814	Kelly, Brian	Fuel Vouchers	-20.00

05/02/2019	9815	Kelly, Eric	Fuel Vouchers	-30.00
05/02/2019	9816	Kelly, Tim	Fuel Vouchers	-30.00
05/02/2019	9817	Koba, Jack	Fuel Vouchers	-20.00
05/02/2019	9818	Lori, Anthony	Fuel Vouchers	-20.00
05/02/2019	9819	Makowski, Joseph	Fuel Vouchers	-20.00
05/02/2019	9820	Mihalko, Joseph Jr.	Fuel Vouchers	-30.00
05/02/2019	9821	Rung, Michael	Fuel Vouchers	-30.00
05/02/2019	9822	Shearer, Derrick	Fuel Vouchers	-70.00
05/02/2019	9823	Tursi, Frank	Fuel Vouchers	-30.00
05/02/2019	9824	Wittnebert, John	Fuel Vouchers	-20.00
05/02/2019	9825	Wodynski, William	Fuel Vouchers	-30.00
05/02/2019	9826	Zicarello, Ricky	Fuel Vouchers	-20.00
05/02/2019	9827	McNeil & Company	Insurance Premiums	-10,604.00
05/06/2019	9828	JCP&L Fieldstone	Utilities	-24.00
05/06/2019	9829	Technology Insurance Company	Workers Compensation	0.00
05/06/2019	9830	JCP&L	Utilities	-591.46
05/06/2019	9831	JCP&L 10 Troy	Utilities	-229.80
05/06/2019	9832	Richard M. Braslow, Esq	Legal	-1,440.00
05/06/2019	9833	Optimum 10 Troy	Utilities	-255.26
05/06/2019	9834	STAPLES CREDIT PLAN	Office Supplies	-37.02
05/06/2019	9835	PSE&G 10 Troy	Utilities	-184.73
05/06/2019	9836	GRAINGER	Shop Supplies	-180.50
05/09/2019	9837	FIS On Site Services, LLC	Engine 83	-2,568.69
05/09/2019	9838	Witmer Associates, Inc	Operating Materials & Supplies	-545.35
05/09/2019	9839	Police & Firemen's Insurance Association	Police & Fire Insurance	-552.65
05/09/2019	9840	Amtrust North America	Insurance Premiums	-6,569.00
05/09/2019	9841	WEX Fleet Universal	Gasoline	-82.54
05/13/2019	9842	PSE&G	Utilities	-553.98
05/13/2019	9843	New Breed Fitness, LLC	Training and Education	<u>-360.00</u>
				-
				230,744.89

8:55 - At this time, Comm. Kraley made a motion to go into closed session to hear from Firefighter Shearer. The motion was seconded by Comm. Polo and passed by the following vote:

AYES: Kitchell, Woytas, Kraley Polo & Willans

ABSENT: None

NAYS: None

At 9:01 – the Board came out of closed session. The meeting was adjourned at 8:06.

A motion was made by Comm. Kitchell to adjourn the meeting. It was seconded by Comm. Polo and passed unanimously.

Meeting was adjourned at 9:02.

Respectfully submitted:

Janet Gant Hammond, Board Assistant