

**MINUTES - REGULAR MEETING**

**January 11, 2021**

Commissioner Ray Woytas called the meeting to order on the above mentioned date at 7:30 pm, in the bays at 440 Route 10, Whippany.

Commissioners present: Woytas, Polo, Kitchell, Cobane, & Willans

Absent: None

Also present: Battalion Chief Paul Perrello

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.

A moment of Silence was held for:

**Mike Puskar**

**MINUTES OF THE LAST MEETING**

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

AYES: Woytas, Polo, Kitchell, Cobane & Willans

ABSENT: None

NAYS: None

**TREASURER'S REPORT**

The following Treasurer's report was submitted. Commissioner Polo made a motion to accept the report and also to approve the following budget transfers.

**For the month of December 2020**

**General Checking Account #7859643244**

**TD Bank**

Balance On Hand - November 30, 2020 **\$745,141.15**

December Checks **(\$166,351.15)**

**Deposits for the Month of December 2020**

From Construction Account	transfer	\$676.41
Whippany Fire Company	November	\$10,669.89
Record Request	Allocco	\$5.00
Whippany Fire Company	December	\$10,669.89
Township of Hanover	District Taxes	\$302,569.00
Cambrex Pharmaceutical	Permits	\$54.00
Cambrex Pharmaceutical	Permits	\$641.00
Morris Co Public Safety	Voided Check	\$1,000.00

**Balance on Hand, December 31, 2020** **\$905,075.19**  
**(matches Quickbooks)**

Checks Submitted this Month's Meeting **\$312,636.28**

**Construction Checking Account #437-6555294**

**TD Bank**

Balance On Hand -November 30, 2020 **\$1,246,130.11**

Castle Fire	eft	(\$676.41)
Richard Braslow	150	(180.00)
The KPV Group	151	(273.22)
Robbie Conley, Architects	152	(7035.20)
Bowman Consulting	153	(7755.00)
John Mondano	154	(5445.00)
Bowman Consulting	155	(4070.50)
PC Richard	156	(1029.94)
Bob's Furniture	157	(2096.99)
JR Contracting	158	(441797.55)
The Bedding Shoppe	159	(2175.00)
Voippbxexpress	160	(3360.00)
Richard Braslow	161	(480.00)
Township of Hanover	162	(315.00)

**Balance on Hand, December 31, 2020** **\$769,440.30**  
**(matches Quickbooks)**

**CHIEF'S REPORT:**

**Supplies, Equipment, and Maintenance**

- Supplies were purchased from Home Depot.
- Supplies were purchased from Staples.
- Supplies were purchased from Auto Zone.

**Apparatus**

- E82 battery isolator replaced
- E83 New front shocks completed Need new Exhaust
- R80 New front shocks and Oil Pressure Gauge Completed

### Training

- Training for the month of December was:  
None due to holidays

### Purchases

- None at this time

### Fire Prevention

- (14) Inspections / re-inspections were conducted last month. \$1390.00 in permit fees were collected.

### EMS

- (43) Calls were answered last month.

### Fire

- (24) Calls were answered last month.

### Other Matters and Announcements

- Participated in conference calls with East Hanover and Florham Park. They are now being held monthly.
- Vaccines are becoming available and All Career Staff have been Vaccinated
- New Gear racks are ordered for new station
- New Couch ordered for new station
- Followed up with Tom Novartis for office furniture for new station
- Reviewed Job applications for new Firefighter / EMT position

No purchases right now. There was no training in December.

Paul received a sample of the masks we had ordered. He's starting members getting fit tested so we know how many of each size we need.

Friday is the last day for applications for the Career Staff position. The physical training is scheduled for Saturday the 30<sup>th</sup>. We need to set dates for interviews.

Ray said the physical test, paper test and Chief's interview can be scheduled in any order.

### COMMUNICATIONS -

- From the auditor, we received instructions on passing the Budget Resolution and adopting the budget, which we will do under Old Business.
  - A thank you note from the Schneiders was received and read.
  - An email from Nicholas from Remington Vernick Engineering was read. He was asking about defining the boundaries between District 2 and District 3 possibly for the elections.

### COMMITTEE REPORTS

**Personnel:** Derrick mentioned 1 new potential new member coming in tomorrow to meet with Paul. He is a 19 year old student. The other 2 leads Derrick had were actually looking into matching corporate donations.

Rob mentioned reaching out to Guidance Counselors at the High School and giving out our flyers also. The High School used to give out credit for joining – kind of an elective. Now it still looks good on a college resume.

The Committee for new membership will try to meet again soon.

**Apparatus:** 83 needs a new exhaust. It will cost \$2500. 82 had 2 occasions where she did not start. For now, it seems to be working again.

**Insurance:** After the walk-through last month, McNeil made 2 recommendations. Randy will respond to them. They have to do with watching out for theft and fraud.

**Dinner:** Nothing at this time.

**First Aid:** 43 calls this month and 0 transports.

We need a Medical Director. We used to use George Manis, as he also did Cedar Knolls. They now use Gluckman. Ian is going to look into using Gluckman, who charges a fee, and also reaching out to Mr. Manis again to see if he would work with us.

Paul said our staff should be filling out medical forms and keeping them here. Right now, we hand the sheet over to cedar Knolls. But if we are there first, and administering care, we should have a report here. Paul is looking into maybe it being an add-on to our existing computer program. 14 Members have had the Covid shot and 1 has had 2 doses.

**Relocation:** The closing on this building is not tomorrow now. It has been moved to February 22<sup>nd</sup>. A certificate needed to be filed and both lawyers are claiming the other one should have done it. It takes about 10 days to get. It doesn't affect us financially. We have 75 days to move out after the date of the closing. Paul wants to pin them down to an exact date.

The new building – painting is going on now. It's really moving along. Doors are mostly in. At the next meeting at the job site, the town will be there also – the building department. We want to know ahead of time if there is anything they do not like regarding a TCO.

Paul got some more chairs donated so that's less we have to buy. They are being stored at 4343. The elevator and fire alarms work, as they were accidentally set off by workers recently.

Tom from Novartis is going to donate a lot of stuff. He is working with Paul.

The Board asked how we are moving. Is there a plan?

Paul said boxes. He has the guys working on packing things up. They can be stored in the bays until they can be moved up to where they are actually going. He also mentioned getting a storage trailer. If something like the gear lockers come in, then we can move everything into them from the trailer.

Paul will schedule more drills to get more help if needed.

What can we leave here? Load the dumpster? Town garbage truck?

**Township:** No report at this time.

**FIRE CO:** Nothing at this time

## **OLD BUSINESS –**

At this time, Comm. Kitchell opened the floor for any questions on the 2021 Budget. Hearing none, he read the attached Resolution adopting the 2021 budget. A motion was made by Comm. Kitchell that we adopt it and send it to Trenton.

A roll call vote was taken:

Comm. Willans: - AYE

Comm. Kitchell – AYE

Comm. Polo – AYE

Comm. Cobane – AYE

Comm. Woytas – AYE

The adopted 2021 budget passed.

Elections were supposed to be the third Saturday in February but we are waiting on a new date. Petitions for the Commissioner positions have to be in 30 days before the election.

**NEW BUSINESS –** Rob said he, Paul Randy, Joe Giorgio and Brian Cahill, among others, are meeting to discuss getting funding from contractors because of the extra burden their new buildings will be

putting on the township. This will be the preliminary meeting just to get thoughts and see where it goes.

The latest Officer's meeting focused on reports. Paul and Derrick also created a work group to look at all the SOPs.

At this time, Comm. Kitchell read the following resolutions and made a motion that they be approved and entered into the minutes of this meeting.

- A resolution naming Richard Braslow as the attorney of record for the year 2021 - 2022.
- A Resolution naming the meeting schedule for the year 2021 - 2022. This schedule will be entered into the newspapers.

2021 – April 12<sup>th</sup>, May 10, June 14, July 12, August 9, September 13, October 11, November 8, December 13<sup>th</sup>.

2022 – January 10, February 14<sup>th</sup>, and March 14<sup>th</sup>.

- A Resolution naming the Star Ledger and/or the Daily Record as the official newspapers of the Board for 2021 - 2022.
- A Resolution naming Nisivoccia, LLP. as the auditor for the Board for 2021 - 2022.
- A Resolution naming TD Bank as the official depository of the Board for 2021 - 2022.
- A Resolution naming Robbie Conley as Architect for the Board for 2021 – 2022.

The motion was seconded by Comm. Cobane and passed unanimously.

**PUBLIC PART OF THE MEETING**

5 members of the public attended.

Derrick Shearer – Now that the Fire Company is paying rent from the cell tower to the Commissioners, the Fund Drive monies should be used to benefit the membership and not things like a dinner. The money is supposed to go to something that advances our mission. Derrick would like to approach the membership tomorrow about getting some new equipment that maybe the Commissioners wouldn't be able to purchase right now. For example, some of the guys that completed Swiftwater rescue could use some equipment.

The Board said they would be amenable to that as long as it meets all the right guidelines.

Rob Cobane suggested a welcome pack for new members joining. They should get a T-shirt, cap, sticker – something. The by-laws say they should be getting a gray polo. How about a keychain with the key on it?

**BILLS**

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

AYES: Woytas, Polo, Kitchell, Cobane & Willans

ABSENT: None

NAYS: None

12/01/2020	10923	Barz, Ronald	Reimbursement for Expenses/Loss	-529.00
12/01/2020	10924	Cobane, Rob	Reimbursement for Expenses/Loss	-1,100.00
12/01/2020	10925	Cobane, Thomas	Reimbursement for Expenses/Loss	-903.00
12/01/2020	10926	Cook, Michael	Reimbursement for Expenses/Loss	-917.00
12/01/2020	10927	Cook, Tim	Reimbursement for Expenses/Loss	-474.00
12/01/2020	10928	Cowley, Dale	Reimbursement for Expenses/Loss	-900.00
12/01/2020	10929	Gallo, Matt	Reimbursement for Expenses/Loss	-959.00
12/01/2020	10930	Gethins, John	Reimbursement for Expenses/Loss	-1,050.00

12/01/2020	10931	Graziano, Jesse	Reimbursement for Expenses/Loss	-1,000.00
12/01/2020	10932	Hansch, Henry	Reimbursement for Expenses/Loss	-547.00
12/01/2020	10933	Heizmann, Pauline	Reimbursement for Expenses/Loss	-528.00
12/01/2020	10934	Johnston, Robert	Reimbursement for Expenses/Loss	-483.00
12/01/2020	10935	Jubinski, Ken	Reimbursement for Expenses/Loss	-683.00
12/01/2020	10936	Kelly, Brian	Reimbursement for Expenses/Loss	-1,077.00
12/01/2020	10937	Kelly, Eric	Reimbursement for Expenses/Loss	-1,000.00
12/01/2020	10938	Kelly, Jonathan	Reimbursement for Expenses/Loss	-578.00
12/01/2020	10939	Kelly, Tim	Reimbursement for Expenses/Loss	-885.00
12/01/2020	10940	Koba, Jack	Reimbursement for Expenses/Loss	-1,000.00
12/01/2020	10941	Krygoski, Joseph	Reimbursement for Expenses/Loss	-369.00
12/01/2020	10942	Krygoski, Robert F	Reimbursement for Expenses/Loss	-373.00
12/01/2020	10943	Makowski, Joseph	Reimbursement for Expenses/Loss	-799.00
12/01/2020	10944	Mihalko, Joseph Jr.	Reimbursement for Expenses/Loss	-995.00
12/01/2020	10945	Mihalko, Marianna	Reimbursement for Expenses/Loss	-428.00
12/01/2020	10946	Okolita, Ryan	Reimbursement for Expenses/Loss	-630.00
12/01/2020	10947	Pavone, Matthew	Reimbursement for Expenses/Loss	-900.00
12/01/2020	10948	Rung, Michael	Reimbursement for Expenses/Loss	-533.00
12/01/2020	10949	Shearer, Derrick	Reimbursement for Expenses/Loss	-1,100.00
12/01/2020	10950	Tursi, Frank	Reimbursement for Expenses/Loss	-1,000.00
12/01/2020	10951	Van Seggern, Steven	Reimbursement for Expenses/Loss	-415.00
12/01/2020	10952	Benjamin Willans	Reimbursement for Expenses/Loss	-702.00
12/01/2020	10953	Willans, Steve	Reimbursement for Expenses/Loss	-547.00
12/01/2020	10954	Winkler, Sean	Reimbursement for Expenses/Loss	-460.00
12/01/2020	10955	Winters, Henry	Reimbursement for Expenses/Loss	-432.00
12/01/2020	10956	Wittnebert, John	Reimbursement for Expenses/Loss	-1,000.00
12/01/2020	10957	Wodynski, William	Reimbursement for Expenses/Loss	-648.00
12/01/2020	10958	Woytas, Raymond	Reimbursement for Expenses/Loss	-519.00
12/01/2020	10959	Woytas, Tyler	Reimbursement for Expenses/Loss	-624.00
12/01/2020	10960	Ziccarello, Ricky	Reimbursement for Expenses/Loss	-900.00
12/01/2020	10961	Woytas, Raymond	-SPLIT-	-2,600.00
12/01/2020	10962	Polo, Randy	-SPLIT-	-2,600.00
12/01/2020	10963	Kitchell, James	-SPLIT-	-2,600.00
12/01/2020	10964	Willans, Steve	Commissioners	-2,000.00
12/01/2020	10965	Cobane, Rob	Commissioners	-2,000.00
12/01/2020	10966	Cobane, Rob	Deputy Chief	0.00
12/01/2020	10967	Shearer, Derrick	Assistant Chief	-600.00
12/01/2020	10969	Morris County Fire Prevention Assoc. Inc.	Membership Dues & Subscriptions	-350.00
12/01/2020	10970	Chenong, Darren	Fuel Vouchers	-20.00
12/01/2020	10971	Cobane, Rob	Fuel Vouchers	-70.00
12/01/2020	10972	Cook, Michael	Fuel Vouchers	-20.00
12/01/2020	10973	Cowley, Dale	Fuel Vouchers	-20.00
12/01/2020	10974	Gethins, John	Fuel Vouchers	-20.00
12/01/2020	10975	Graziano, Jesse	Fuel Vouchers	-20.00
12/01/2020	10976	Kelly, Brian	Fuel Vouchers	-20.00
12/01/2020	10977	Kelly, Eric	Fuel Vouchers	-20.00
12/01/2020	10978	Kelly, Tim	Fuel Vouchers	-20.00
12/01/2020	10979	Koba, Jack	Fuel Vouchers	-20.00
12/01/2020	10980	Makowski, Joseph	Fuel Vouchers	0.00

12/01/2020	10981	Mihalko, Joseph Jr.	Fuel Vouchers	-20.00
12/01/2020	10982	Okolita, Ryan	Fuel Vouchers	-20.00
12/01/2020	10983	Pavone, Matthew	Fuel Vouchers	-20.00
12/01/2020	10984	Shearer, Derrick	Fuel Vouchers	-70.00
12/01/2020	10985	Tursi, Frank	Fuel Vouchers	-20.00
12/01/2020	10986	Van Seggern, Steven	Fuel Vouchers	-20.00
12/01/2020	10987	Benjamin Willans	Fuel Vouchers	-20.00
12/01/2020	10988	Willans, Steve	Fuel Vouchers	-20.00
12/01/2020	10989	Winkler, Sean	Fuel Vouchers	-20.00
12/01/2020	10990	Ziccarello, Ricky	Fuel Vouchers	-20.00
12/01/2020	10991	Paul Perrello	Reimbursements	-263.47
12/03/2020	10992	Nestle Pure Life Direct	Water	-112.86
12/07/2020	10993	Mimi's Too	Promotion	-320.00
12/07/2020	10994	Lakeland Auto Parts	Operating Materials & Supplies	-229.80
12/07/2020	10995	Township of Hanover	-SPLIT-	-333.04
12/07/2020	10996	Verizon Wireless	Utilities	-232.03
12/07/2020	10997	JCP&L 10 Troy	Utilities	-248.05
12/07/2020	10998	PSE&G 10 Troy	Utilities	-1,045.75
12/07/2020	10999	Optimum 10 Troy	Utilities	-259.80
12/07/2020	11000	Finish Line Car Wash	Car Washes	-9.03
12/07/2020	11001	Police & Firemen's Insurance Association	Police & Fire Insurance	-510.73
12/07/2020	11002	STAPLES CREDIT PLAN	Office Supplies	-340.81
12/07/2020	11003	JCP&L	-SPLIT-	-524.49
12/07/2020	11004	Auto Zone	Operating Materials & Supplies	-91.92
12/07/2020	11005	Emergency Reporting	Computers	-183.90
12/07/2020	11006	NJ Fire Equipment Co.	Purchase of Assets	-20,001.85
12/07/2020	11007	Makowski, Joseph	Fuel Vouchers	-20.00
12/09/2020	11008	Palermos Pizza	Promotion	-128.47
12/09/2020	11009	Nisovocchia, LLP	Professional Services	-2,000.00
12/09/2020	11010	Turnout Fire & Safety - Little Falls NJ Division of Pensions & Benefits	Uniforms and Personal Equipment	-79.00
12/14/2020	eft	Health	Medical Benefits	-11,968.40
12/14/2020	11011	Standard Insurance Co	Life Insurance	-3,794.80
12/14/2020	11012	PSE&G	-SPLIT-	-297.79
12/14/2020	11013	Daily Record	Advertising	-40.59
12/14/2020	11014	Amtrust North America	Insurance Premiums	-4,013.00
12/14/2020	11015	All Jersey Garage Doors	Building Maintenance	-325.00
12/14/2020	11016	Polo, Randy	Operating Materials & Supplies	-135.00
12/15/2020	eft	NJ Division of Pension & Benefits-Pension	Pension Expense	-700.00
12/15/2020	eft	NJ Division of Pension & Benefits-Pension	Pension Expense	-3,000.00
12/15/2020	eft	Board of Fire Commissioners	-SPLIT-	-21,541.67
12/15/2020	11017	Turnout Fire & Safety - Little Falls	Uniforms and Personal Equipment	-901.47
12/17/2020	eft	NJ Division of Pension & Benefits-Pension	Pension Expense	-3,481.70
12/17/2020	eft	NJ Division of Pension & Benefits-Pension	Pension Expense	-634.55
12/19/2020	11018	NJ Fire Equipment Co.	Purchase of Assets	-15,773.00
12/21/2020	11019	Township of Hanover	-SPLIT-	-119.36
12/21/2020	11020	Standard Insurance Co	Life Insurance	-1,897.40
12/21/2020	11021	Turnout Fire & Safety - Little Falls	Uniforms and Personal Equipment	-953.96
12/21/2020	11022	POSTMASTER	Office Supplies	-110.00

12/24/2020	11023	New Breed Fitness, LLC	Training and Education	-320.00
12/24/2020	11024	Morris County Public Safety Training Acad	Training and Education	-750.00
12/24/2020	11025	US Bank Equipment Finance	Copy Machine lease	-255.00
12/30/2020	eft	Board of Fire Commissioners	-SPLIT-	-26,154.09
12/31/2020	11026	Verizon	Utilities	-162.32
12/31/2020	11027	Home Depot Credit Services	Shop Supplies	-115.64
12/31/2020	11028	Finish Line Car Wash	Car Washes	-18.00
12/31/2020	11029	Wegman's	Operating Materials & Supplies	-83.58
12/31/2020	11030	Verizon Wireless	Utilities	-152.04
12/31/2020	11031	STAPLES CREDIT PLAN	Office Supplies	-480.79
01/04/2021	11032	Chenong, Darren	Fuel Vouchers	-20.00
01/04/2021	11033	Cobane, Rob	Fuel Vouchers	-70.00
01/04/2021	11034	Cook, Michael	Fuel Vouchers	-20.00
01/04/2021	11035	Cowley, Dale	Fuel Vouchers	-20.00
01/04/2021	11036	Gallo, Matt	Fuel Vouchers	-20.00
01/04/2021	11037	Gethins, John	Fuel Vouchers	-20.00
01/04/2021	11038	Graziano, Jesse	Fuel Vouchers	-20.00
01/04/2021	11039	Kelly, Brian	Fuel Vouchers	-20.00
01/04/2021	11040	Kelly, Eric	Fuel Vouchers	-20.00
01/04/2021	11041	Kelly, Tim	Fuel Vouchers	-20.00
01/04/2021	11042	Koba, Jack	Fuel Vouchers	-20.00
01/04/2021	11043	Mihalko, Joseph Jr.	Fuel Vouchers	-20.00
01/04/2021	11044	Okolita, Ryan	Fuel Vouchers	-20.00
01/04/2021	11045	Pavone, Matthew	Fuel Vouchers	-20.00
01/04/2021	11046	Shearer, Derrick	Fuel Vouchers	-70.00
01/04/2021	11047	Tursi, Frank	Fuel Vouchers	-20.00
01/04/2021	11048	Van Seggern, Steven	Fuel Vouchers	-20.00
01/04/2021	11049	Benjamen Willans	Fuel Vouchers	-20.00
01/04/2021	11050	Willans, Steve	Fuel Vouchers	-20.00
01/04/2021	11051	Winkler, Sean	Fuel Vouchers	-20.00
01/04/2021	11052	Wittnebert, John	Fuel Vouchers	-20.00
01/04/2021	11053	SMCMUA 10 Troy	-SPLIT-	-100.60
01/04/2021	11054	Optimum	Utilities	-281.44
01/04/2021	11055	PNC Equipment Finance	-SPLIT-	130,862.65
01/04/2021	11056	SMCMUA	-SPLIT-	-109.84
01/04/2021	11057	Optimum 10 Troy	Utilities	-260.63
01/04/2021	11058	Microsoft / Office 365	Computers	-270.00
01/04/2021	11059	Tyler Technologies	Computers	-5,097.75
01/04/2021	11060	NFPA/National Fire Protection Asoc	Membership Dues & Subscriptions	-1,345.50
01/05/2021	11061	Emergency Reporting	Computers	-183.90
01/08/2021	11062	First Responder Newspaper	Membership Dues & Subscriptions	-85.00
01/08/2021	11063	Nestle Pure Life Direct	Water	-112.86
01/08/2021	11064	JCP&L	-SPLIT-	-1,064.12
01/08/2021	11065	PSE&G 10 Troy	Utilities	-2,445.21
01/08/2021	11066	JCP&L 10 Troy	Utilities	-249.72
01/08/2021	11067	Eagle Automotive	Engine 82	-560.63
01/08/2021	11068	Electronic Measurement Labs	Meters	-805.89
01/08/2021	11069	Auto Zone	Operating Materials & Supplies	-174.75
01/11/2021	11070	SMCMUA 10 Troy	-SPLIT-	-278.54



01/11/2021	11071	NJ Advance Media	Advertising	-86.35
01/11/2021	11072	PSE&G	-SPLIT-	-879.02
01/11/2021	11073	Police & Firemen's Insurance Association	Police & Fire Insurance	<u>-510.73</u>
				-
				<u><u>312,636.28</u></u>

At this time, Comm. Cobane made a motion to adjourn the regular meeting. The motion was seconded by Comm. Kitchell and passed unanimously.

Meeting was adjourned at 8:10.

Respectfully submitted,  
Janet Hammond