

**MINUTES - REGULAR MEETING**

**January 13, 2020**

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: Willans, Woytas, Kraley, & Kitchell

Absent: Polo

Also present: Chief Joseph Cortright & Township Liaison Brian Cahill

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. Kitchell made a motion to accept the minutes. The move was seconded by Comm. Kraley and it was carried by the following vote:

AYES: Willans, Woytas, Kraley & Kitchell

ABSENT: Polo

NAYS: None

**TREASURER’S REPORT**

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

AYES: Willans, Woytas, Kraley & Kitchell

ABSENT: Polo

NAYS: None

**For the month of December 2019**

**General Checking Account #7859643244**

**TD Bank**

Balance On Hand - November 30, 2019 **\$414,916.45**

December checks (\$175,631.69)

**Deposits for the Month of December 2019**

Township of Hanover	False alarms	\$250.00
Mark Trece	Permits & Fees	\$54.00
Township of Hanover	False alarms	\$50.00
Dosch King	Permits & Fees	\$695.00
Township of Hanover	District Taxes	\$259,299.00
From Construction Account	Reimbursements	\$55,186.00
Workers Comp	J. Makowski	\$1,447.28
Johnny's Pizza	Permits & Fees	\$54.00

**Balance on Hand, December 31, 2019** **\$556,320.04**

**(matches Quickbooks)**

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Checks Submitted this Month's Meeting

**\$332,243.73**

**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**

- CF Services completed yearly maintenance on the apparatus.
- The bed on unit 85 has a rotted cross member. We are looking into fixes and repairs to it.

**Training**

- No training drills scheduled for the month of December.
- Training for the month of January will be on the 21<sup>st</sup> and 28<sup>th</sup>. Topic will be Blood Bourne/RTK.

**Purchases**

- SCBA bottles have been delivered and put in service. The old ones were disposed of by NJ Fire.

**Fire Prevention**

- (101) Inspections / re-inspections were conducted last month. \$803.00 were collected in permit fees and fines.

**EMS**

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

**Fire**

- (41) Calls were answered last month.

**Other Matters and Announcements**

- Multiple Spec Reviews were completed.
- No bids were received for Engine 81. We have been contacted by a company that buys and sells used fire trucks. I spoke to Rich Braslow and he said that we can sell the engine privately at fair market value.
- Janet is working on LOSAP for 2019.
- Clothing allowance checks have been distributed.
- Paul is still back on full duty.
- Josh is still out on workers comp. He has a follow up appointment on January 17, 2020.
- We responded to East Hanover twice and once to Parsippany Dist. 5 and Madison during the month of December.
- Our payroll company Pay Media will now be tracking our sick and vacation time.

The Chief reported that after no bids on Old 81, he received an offer to sell the truck privately. Someone in the Midwest was interested. He checked with Braslow and it can be sold privately but only at fair market value. It can't be sold to someone who wants to broker it for us. Just for cash. The Chief will contact the guy and see what he is willing to pay.

A motion was made by Comm. Kitchell that we accept the Chief's report. The motion was seconded by Comm. Willans and passed by the following vote:

AYES: Willans, Woytas, Kralej & Kitchell

ABSENT: Polo

NAYS: None

## **COMMUNICATIONS - Nothing for this meeting**

### **COMMITTEE REPORTS**

**Personnel:** The Contract with the Career staff is pretty close to being done.

**Apparatus:** Car 85 – the front bed is rotted. Eagle is looking for a new bed. We may look at an aluminum bed with tool boxes on it to get us through. Steve Willans may have another solution that could work...

**Insurance:** Nothing at this time.

**Dinner:** Nothing at this time.

**First Aid:** We responded to 52 calls and 0 transports.

**Relocation:** Everything is moving along. The bids are going out this week or next. Conley needs to get the site plan from Bowman. He wants to meet one more time to go over everything. The opening will be mid-February and start date of March 1<sup>st</sup>. It should take 9-12 months.

**Township:** Brian Cahill reported that the town had their reorganization meeting and he is still our liaison. He and Committeeman Mihalko are up for re-election this year.

**FIRE CO:** Nothing at this time.

**OLD BUSINESS** – A second reading of the budget was done. A motion to accept the budget was made by Comm. Kitchell. It was seconded by Comm. Willans and passed by the following vote:

AYES: Willans, Woytas, Kraley & Kitchell

ABSENT: Polo

NAYS: None

**NEW BUSINESS** – Chairman Woytas presented a lease offer from the offices of Dr. Skurla. She would rent us space on the top floor for \$1900 / month and is OK with a 6 month lease with a month to month after that. Our start date would be mid-February or March or as soon as the closing goes through on 440. We would not be allowed to park any vehicles on the site, so arrangements would have to be made for that.

Comm. Woytas asked for a motion to move forward with the lease with the timing to be determined later. The motion was made by Comm. Kraley and seconded by Comm. Kitchell and passed by the following vote:

AYES: Willans, Woytas, Kraley & Kitchell

ABSENT: Polo

NAYS: None

At this time, Chair man Woytas read a Resolution with the results of the Local Finance Board approving and adopting our purchase of bonds from the County, not to exceed \$6.1 million. That resolution is attached to these minutes. A motion to accept the resolution was made by Comm.

Willans and seconded by Comm. Kraley. It was approved by the following vote:

AYES: Willans, Woytas, Kraley & Kitchell

ABSENT: Polo

NAYS: None

### **PUBLIC PART OF THE MEETING**

7 (seven) members of the public attended. No comments at this time.

### **BILLS**

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

by the following vote:

AYES: Willans, Woytas, Kraley & Kitchell

ABSENT: Polo

NAYS: None

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Split</u>	<u>Amount</u>
12/02/2019	10237	Emergency Reporting	Computers	-159.91
12/02/2019	10238	Home Depot Credit Services	Shop Supplies	-35.78
12/02/2019	10239	Verizon Wireless	Utilities	-152.04
12/02/2019	10240	Optimum 10 Troy	Utilities	-256.36
12/02/2019	10241	POSTMASTER	Office Supplies	-110.00
12/02/2019	10242	Richard M. Braslow, Esq	Legal	-5,310.00
12/02/2019	10243	Air Group	Building	-3,800.00
12/02/2019	10247	Cobane, Rob	Fuel Vouchers	-70.00
12/02/2019	10248	Cowley, Dale	Fuel Vouchers	-20.00
12/02/2019	10249	Gethins, John	Fuel Vouchers	-20.00
12/02/2019	10250	Kelly, Eric	Fuel Vouchers	-20.00
12/02/2019	10251	Lori, Anthony	Fuel Vouchers	-20.00
12/02/2019	10252	Pavone, Matthew	Fuel Vouchers	-20.00
12/02/2019	10253	Shearer, Derrick	Fuel Vouchers	-50.00
12/02/2019	10254	Wittnebert, John	Fuel Vouchers	-20.00
12/02/2019	10255	Wodynski, William	Fuel Vouchers	-20.00
12/02/2019	10256	Barz, Ronald	Reimbursement for Expenses/Loss	-737.00
12/02/2019	10257	Cobane, Rob	Reimbursement for Expenses/Loss	-1,100.00
12/02/2019	10258	Cobane, Thomas	Reimbursement for Expenses/Loss	-893.00
12/02/2019	10259	Cook, Michael	Reimbursement for Expenses/Loss	-758.00
12/02/2019	10260	Cowley, Dale	Reimbursement for Expenses/Loss	-950.00
12/02/2019	10261	Gallo, Matt	Reimbursement for Expenses/Loss	-698.00
12/02/2019	10262	Gethins, John	Reimbursement for Expenses/Loss	-1,000.00
12/02/2019	10263	Graziano, Jesse	Reimbursement for Expenses/Loss	-1,000.00
12/02/2019	10264	Hansch, Henry	Reimbursement for Expenses/Loss	-717.00
12/02/2019	10265	Heizmann, Pauline	Reimbursement for Expenses/Loss	-628.00
12/02/2019	10266	Johnston, Robert	Reimbursement for Expenses/Loss	-672.00
12/02/2019	10267	Jubinski, Ken	Reimbursement for Expenses/Loss	-919.00
12/02/2019	10268	Kelly, Brian	Reimbursement for Expenses/Loss	-1,124.00
12/02/2019	10269	Kelly, Eric	Reimbursement for Expenses/Loss	-1,000.00
12/02/2019	10270	Kelly, Tim	Reimbursement for Expenses/Loss	-1,000.00
12/02/2019	10271	Koba, Jack	Reimbursement for Expenses/Loss	-1,000.00
12/02/2019	10272	Lori, Anthony	Reimbursement for Expenses/Loss	-900.00
12/02/2019	10273	Makowski, Joseph	Reimbursement for Expenses/Loss	-900.00
12/02/2019	10274	Mihalko, Joseph Jr.	Reimbursement for Expenses/Loss	-1,008.00
12/02/2019	10275	Pavone, Matthew	Reimbursement for Expenses/Loss	-636.00
12/02/2019	10276	Rung, Michael	Reimbursement for Expenses/Loss	-1,000.00
12/02/2019	10277	Shearer, Derrick	Reimbursement for Expenses/Loss	-1,100.00
12/02/2019	10278	Tursi, Frank	Reimbursement for Expenses/Loss	-794.00
12/02/2019	10279	Willans, Steve	Reimbursement for Expenses/Loss	-598.00
12/02/2019	10280	Winters, Henry	Reimbursement for Expenses/Loss	-625.00
12/02/2019	10281	Wittnebert, John	Reimbursement for Expenses/Loss	-1,000.00
12/02/2019	10282	Wodynski, William	Reimbursement for Expenses/Loss	-1,050.00

12/02/2019	10283	Woytas, Raymond	Reimbursement for Expenses/Loss	-597.00
12/02/2019	10284	Woytas, Tyler	Reimbursement for Expenses/Loss	-638.00
12/02/2019	10285	Ziccarello, Ricky	Reimbursement for Expenses/Loss	-883.00
12/02/2019	10286	Woytas, Raymond	Commissioners	-2,600.00
12/02/2019	10287	Polo, Randy	Commissioners	-2,600.00
12/02/2019	10288	Kitchell, James	Commissioners	-2,600.00
12/02/2019	10289	Kraley, James	Commissioners	-2,000.00
12/02/2019	10290	Willans, Steve	Commissioners	-2,000.00
12/02/2019	10291	Cobane, Rob	Deputy Chief	-600.00
12/02/2019	10292	Shearer, Derrick	Assistant Chief	-600.00
12/05/2019	10293	Cortright, Joseph	Reimbursements	-309.44
12/05/2019	10294	Firehouse	Membership Dues & Subscriptions	-29.95
12/05/2019	10295	Nestle Pure Life Direct	Water	-27.57
12/09/2019	10296	JCP&L 10 Troy	Utilities	-261.45
12/09/2019	10297	STAPLES CREDIT PLAN	Office Supplies	-305.02
12/09/2019	10298	PSE&G 10 Troy	Utilities	-586.62
12/09/2019	10299	Auto Zone	Operating Materials & Supplies	-29.97
12/09/2019	10300	JCP&L	Utilities	-568.34
12/09/2019	10301	Township of Hanover	Gasoline / Diesel	-873.43
12/09/2019	10302	R&J Control, Inc.	Generator	-324.14
12/09/2019	10303	Lifesavers, Inc.	Operating Materials & Supplies	-260.00
12/09/2019	10304	Police & Firemen's Insurance Association	Police & Fire Insurance	-508.30
12/09/2019	10305	Whippany Fire Company	Other Rentals	0.00
12/09/2019	10306	FF1 Firefighter One, LLC	Operating Materials & Supplies	-1,790.48
12/09/2019	10307	Morristown Lumber	Operating Materials & Supplies	-309.84
12/09/2019	10308	CF Services	Engine 83	-3,663.26
12/09/2019	10309	Whippany Fire Company	Other Rentals	-9,000.00
12/12/2019	10310	Vitales	Operating Materials & Supplies	-1,297.50
12/12/2019	10311	Palermo's Pizza	Promotion	-143.50
12/12/2019	10312	Galls Inc.	Uniforms and Personal Equipment	-377.91
12/12/2019	10313	Amtrust North America	Insurance Premiums	-4,301.00
12/13/2019	10244	NJ Division of Pensions & Benefits Health	Medical Benefits	-12,529.31
12/13/2019	10245	NJ Division of Pension & Benefits-Pension	Pension Expense	-625.00
12/13/2019	10246	NJ Division of Pension & Benefits-Pension	Pension Expense	-3,000.00
12/13/2019	eft	Board of Fire Commissioners	Employee Payroll	-18,898.81
12/13/2019	10314	Mihalko, Julie	Reimbursements	-242.23
12/16/2019	10315	PSE&G	Utilities	-713.60
12/30/2019	eft	Board of Fire Commissioners	Employee Payroll	-18,746.85
12/30/2019	10316	First Responder Newspaper	Membership Dues & Subscriptions	-85.00
12/30/2019	10317	Home Depot Credit Services	Shop Supplies	-255.52
12/30/2019	10318	US Bank Equipment Finance	Copy Machine lease	-255.00
12/30/2019	10319	Verizon	Utilities	-370.98
12/30/2019	10320	Standard Insurance Co	Life Insurance	-1,915.30
12/30/2019	10321	Technical Fire Services, Inc	Pumps - Test	-340.00
12/30/2019	10322	Stewart & Stevenson Power Products	Building Maintenance	-779.13
12/30/2019	10323	Bradley, Ben	Reimbursements	-15.45
12/30/2019	10324	Morris County Public Safety Training Acad	Training and Education	-100.00
12/30/2019	10325	State Line Fire & Safety, Inc.	Equipment	-1,416.20
12/30/2019	10326	FF1 Firefighter One, LLC	Operating Materials & Supplies	-104.00

12/30/2019	10327	NJ Fire Equipment Co.	Purchase of Assets	-37,705.50
12/30/2019	10328	Cobane, Robert	Reimbursement for Expenses/Loss	-701.00
12/30/2019	10340	Clean Air Company	Operating Materials & Supplies	-2,856.00
01/06/2020	10329	PNC Equipment Finance	Purchase of Assets	130,862.65
01/06/2020	10330	Hanover Sewerage Authority 10 Troy Hills	Utilities	-242.85
01/06/2020	10331	Hanover Sewerage Authority	Utilities	-433.43
01/06/2020	10332	SMCMUA	Utilities	-202.42
01/06/2020	10333	SMCMUA 10 Troy	Utilities	-93.15
01/06/2020	10334	VFIS	Insurance Premiums	-6,693.00
01/06/2020	10335	Optimum 10 Troy	Utilities	-256.36
01/06/2020	10336	Nestle Pure Life Direct	Water	-104.86
01/06/2020	10337	Optimum	Utilities	-280.99
01/06/2020	10338	Verizon Wireless	Utilities	-152.04
01/07/2020	10341	Cobane, Rob	Fuel Vouchers	-70.00
01/07/2020	10342	Cowley, Dale	Fuel Vouchers	-30.00
01/07/2020	10343	Gallo, Matt	Fuel Vouchers	-10.00
01/07/2020	10344	Gethins, John	Fuel Vouchers	-30.00
01/07/2020	10345	Graziano, Jesse	Fuel Vouchers	-30.00
01/07/2020	10346	Kelly, Brian	Fuel Vouchers	-20.00
01/07/2020	10347	Kelly, Eric	Fuel Vouchers	-20.00
01/07/2020	10348	Kelly, Tim	Fuel Vouchers	-10.00
01/07/2020	10349	Koba, Jack	Fuel Vouchers	-20.00
01/07/2020	10350	Lori, Anthony	Fuel Vouchers	-20.00
01/07/2020	10351	Pavone, Matthew	Fuel Vouchers	-30.00
01/07/2020	10352	Shearer, Derrick	Fuel Vouchers	-70.00
01/07/2020	10353	Tursi, Frank	Fuel Vouchers	-30.00
01/07/2020	10354	Wittnebert, John	Fuel Vouchers	-30.00
01/07/2020	10355	Wodynski, William	Fuel Vouchers	-20.00
01/07/2020	10356	Woytas, Tyler	Fuel Vouchers	-10.00
01/07/2020	10357	Ziccarello, Ricky	Fuel Vouchers	-20.00
01/07/2020	10358	JCP&L 10 Troy	Utilities	-262.11
01/07/2020	10359	STAPLES CREDIT PLAN	Office Supplies	-433.75
01/07/2020	10360	SMCMUA 10 Troy	Utilities	-257.91
01/07/2020	10361	SMCMUA 10 Troy	Utilities	-100.70
01/07/2020	eft	NJ Division of Pension & Benefits-Pension	Pension Expense	-2,419.10
01/07/2020	eft	NJ Division of Pension & Benefits-Pension	Pension Expense	-784.55
01/12/2020	10362	Auto Zone	Operating Materials & Supplies	-76.95
01/12/2020	10363	Township of Hanover	Gasoline / Diesel	-690.99
01/12/2020	10364	JCP&L Fieldstone	Utilities	-24.00
01/12/2020	10365	Amtrust North America	Insurance Premiums	-4,301.00
01/12/2020	10366	PSE&G 10 Troy	Utilities	-1,231.11
01/12/2020	10367	Brunners Garage	New 84	-184.75
01/12/2020	10368	All Jersey Garage Doors	Building Maintenance	-175.00
01/12/2020	10369	Palermo's Pizza	Promotion	-30.02
01/13/2020	10370	CF Services	-SPLIT-	-5,321.99
01/13/2020	10371	Finish Line Car Wash	Car Washes	-18.06
01/13/2020	10372	Police & Firemen's Insurance Association	Police & Fire Insurance	-508.30
				-
				332,243.73

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

AYES: Willans, Woytas, Kraley & Kitchell

ABSENT: Polo

NAYS: None

At **8:20** the Board came out of private session.

Comm. Woytas made a motion to adjourn the meeting. Comm. Kraley seconded the motion and it passed unanimously. Meeting was adjourned at 8:25

Respectfully submitted:

*Janet Gant Hammond, Board Assistant*