

MINUTES - REGULAR MEETING

July 13, 2020

Commissioner Ray Woytas called the meeting to order on the above mentioned date at 7:00 pm, in the firehouse bays.

Commissioners present: Woytas, Polo, Cobane, Kitchell and 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.

The meeting started with a continuation of the pre-meeting discussion with John Mondano, the Clerk of the Works for the new firehouse construction.

After hearing about some problems John reported in the pre-meeting, Chief Cortright suggested that we have a weekly meeting with Conley, instead of bi-weekly. That will get him up here.

John Mondano said he was OK with being the bad guy. The contractor documents everything so I can put pressure on Conley. The contractor will start charging us for delays if he doesn't get answers on how to proceed with certain things. We have to start pushing Conley or we'll be right back where we were 5 years ago and it'll cost us a lot more.

Rob said Conley was supposed to have the electrical drawings by Friday. It's Monday and they're still not here. He never signed the submittals for the plumbing or the electric or the copper fittings. Some delays were the town – couldn't get permits yet.

The plumber and the electrician are still working, but they'll be slowing down soon, without the new drawings.

John said he wants to do things right from the beginning. He is working with Rich from the town and he seems to get along well with him.

Conley said the new set of drawings will be to the town by the 21st of July.

Robbie – I will contact Rob and follow up on the electrical plans and request a weekly meeting.

The contractor wants copies of John Mondano's reports to the Board. He doesn't really need to see what's between John and the Board. John said he keeps good records and will keep track of his RFIs anyway.

Do we need a special meeting between John and Conley? How about 10:30 next Tuesday. Two or three of the Board members can be there when he comes up to speak to Rob privately. He needs to understand that we're not happy.

At this time, John Mondano said farewell and the regular meeting continued.

MINUTES OF THE LAST MEETING

The Chairman called for the acceptance regular minutes from May. Comm. Willans made a motion to accept the minutes. The move was seconded by Comm. Kitchell 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 Kitchell made a motion to accept the report. Comm. Willans seconded the move and it was carried by the following vote:

AYES: Woytas, Kitchell, Cobane & Willans

ABSENT: Polo

NAYS: None

BOND REPORT - Randy reported that we are re-bidding our bond. We don’t want to lose that money in case the old building does not close for some reason. Then we’d be \$900,000 short. They’ll extend the note another year and it will be due August 2021.

We will now be paying interest but we can’t take the chance of something happening to the sale of the firehouse and coming up short.

We took the note for 5.5 million. There’s still \$600,000 on the table if we need it. With all the problems John has just outlined with the new firehouse, we may need it. Randy told them when they rebid – to go for the full amount. It doesn’t mean we’ll need it when we convert the note to a bond.

We can’t pay down the note with the extra money if we don’t use it. But it’s worse, if we don’t take it and then need it. We’re not on the hook for it yet. We can dial it back when we convert. The earliest we can pay it is 60 days early.

We went for voter approval for the maximum so we don’t need to go back to the public.

A motion was made by Comm. Kitchell that we approve Randy’s instructions for re-bidding the bond note. It was seconded by Comm. Cobane and passed unanimously.

—
Randy reported that Robbie is now a signer on the TD account.

We will be able to switch our accounts to money market accounts soon. The bank is slowly opening backup because of the virus. We may not be able to get the original rate promised to us, but whatever it is, will be better than nothing.

General Checking Account #7859643244

TD Bank

Balance On Hand - May31, 2020 **\$506,231.32**

June Checks (\$76,802.03)

Deposits for the Month of June 2020

Glass Flooring Systems	Permits and fees	\$54.00
Township of Hanover	Permits and fees	\$54.00
Township of Hanover	Permits and fees	\$695.00
Lexis Nexis	Record request	\$5.00
Cobra Auto Wreckers	Permits and fees	\$427.00
Daily Record	Refund	\$57.36
AAA Auto Wreckers	Permits and fees	\$427.00
Johnny's Pizza	Permits and fees	\$54.00
Michelle's Catering	Permits and fees	\$54.00

Township of Hanover District Taxes \$302,569.00

Balance on Hand, June 30, 2020 **\$733,825.65**
(matches Quickbooks)

Checks Submitted this Month's Meeting **\$101,568.40**

**Construction Checking Account #437-655294
TD Bank**

Balance On Hand - April 30, 2020 **\$2,320,395.66**

Richard Braslow	108	(\$2,370.00)
The KPV Group	109	(373.96)
Bowman Consulting	110	(1132.00)
John Mondano	111	(5760.00)
John Mondano	112	(6390.00)
Robbie Conley Architects	113	(8473.00)

Balance on Hand, June 30, 2020 **\$2,295,896.70**
(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.
- Purchased 20 batteries for portable radios.
- One multi gas meter was sent out for repairs.

Apparatus

- Fire and Safety has been here taking care of punch list items.

Training

- Training was not conducted during the month of June.
- Training for the month of July will be:
 - Vehicle Extrication
 - Pump Operations
- We will be following guidelines that the Fire Academy has established.
 - Work in small groups
 - Wear masks and gloves
 - Wipe down all equipment with disinfectant
- We are in the process of getting Power DMS up and running.

Purchases

- No purchase requests this month.

Fire Prevention

- (134) Inspections / re-inspections were conducted last month. \$1,392.00 in permit fees were collected.

EMS

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

Fire

- (42) Calls were answered last month.

Other Matters and Announcements

- Multiple Spec Reviews were completed.
- We have stopped doing the birthday drive buys.
- I am still participating in conference calls with East Hanover and Florham Park. They are now being held bimonthly.
- Last month our RIC Team responded to Parsippany Dist #5.
- On June 22nd we did a standby at the American Legion for the Flag Retirement Ceremony.
- Our fire alarm panel is now being monitored by the County Communications Center at no charge. Our system is online but not addressable at this time until all our detectors, pull stations, and sprinkler systems are input into the system by the County Fire Marshalls Office. This should be completed over the next few weeks.
- I have received a quote from Castle Fire to perform yearly testing of the sprinkler system along with a fee schedule for repairs. I am awaiting a quote from Fire and Security Technologies for yearly testing of the fire alarm system. This is the same company the set up our system to dial to the County.
- We have multiple facilities in town who have outside dining.
- The Caucus for Morris County will be held on Thursday July 30, 2020 from 6pm-8pm at the Wharton Firehouse.
- Do to the fact that the Boonton Parade has been cancelled this year. Do you still want to have Inspection Day or forego it this year? Most departments in Morris have not been doing social events with their departments.

The Chief went over the items in his report.

Training to begin again soon.

Maybe postpone Inspection Day? Board said to table it for now. Maybe later in the fall.

Rob – We can still do clean-up drills?

Chief – Yes, modified.

Steve suggested Paul re-send the email about training to read – “if you are not participating in the training, do not come”. We don’t need extra people around.

For training – maybe fill out a form. “I haven’t traveled anywhere... etc” Make trainees sign it. Take temperatures. Paul said he can put together a document outlining all that on Power DMS.

Chief said that Power DMS is almost ready. An email will go out soon outlining how to create an account and sign up – by the end of the month.

Paul said he may do a training drill on that.

Checks not cashed – next time put a 90 day limit on them. Janet will get a list of who is outstanding.

Surveillance cameras – Chief reported that Police Chief Roddy is running new fiber optic lines down Route 10 and other places. We can put our cameras onto their system. We just have to buy the cameras. We may need to add a server down here.

Chief will price out the cameras. They should be the same ones as the town is using.

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

AYES: Woytas, Polo, Kitchell, Cobane & Willans

ABSENT: None

NAYS: None

COMMUNICATIONS - RCA sent up their monthly progress report.

COMMITTEE REPORTS

Personnel: The Chief is retiring in April or May of next year. We need to find an Acting Chief and Fire Official. Joe would like to have time to show him around, show him the ropes, etc.. He said you can't have 2 Chiefs. The Acting Chief can't be named in the pension system but can work until Joe retires. January 1st is closer to the date Joe actually is leaving because of his sick and vacation days.

He is starting to put together a timeline by month for the new Acting Chief to follow and know what's coming up and what usually happens.

Randy asked how long of a shadowing period does the Chief recommend. If it's someone from within, we have to replace them or increase the overtime for the others. Or if we hire from outside, we have to add to our payroll also.

Chief said 1 ½ to 2 months should do it. 19 years ago, he was appointed. For the acting position, you don't need to do a job posting. You can appoint.

Rob – But we can't assume the new permanent Chief will be from internal. We should do a job post anyway. Whoever is acting, will want to be considered for permanency.

We should have a closed session before the next meeting. We will need interviews and all once it's posted. Someone who is the Acting Chief will want the Chief's salary. We need to look at the budget. We will need to add numbers into the next budget for 2021. If it's someone from within, it cuts our pension payments down for a couple of months. That may offset the added costs.

Apparatus: Fire & Safety did a once-over on 81. Paul said the grant he applied for will be announced in December 2020.

Insurance: Nothing new

Dinner: Nothing at this time.

First Aid: 43 calls and no transports.

Relocation: John Mondano reported on the progress being made – See beginning of meeting.

Township: Brian not here. No report at this time.

FIRE CO: There will be no company meeting this month.

OLD BUSINESS – Nothing at this time.

NEW BUSINESS – Firefighter Shearer recommended that the Change Orders brought up in the pre-meeting be voted on and recorded in the minutes for the record.

Change order 1. – The spiral staircase. The contractor is giving us an honest price for that.

Board - APPROVED

Change Order 2 – The ladies locker room wall. Conley replied that it was part of the original bid. It was not done correctly. When John spoke about it to Rob, he received the answer – “Just do the best you can”.

John is concerned that that wall will be one of the first things inspected, so a change order was put in to do it right.

The mezzanine – they closed in one wall. The second floor borders the bathrooms and it's not going to meet the handicap requirements for the stall.

Conley should have caught a lot of these things. He had months before the new bidding went out to catch these things. "He did not do his homework on this project." There are so many things he missed. The steelwork and the trusses will be killers.

Board - REJECTED – It's not going to be a Change order.

Change Order 3. Antique Bay – After the wall is extended, there are going to be issues with supports. He is willing to give us a \$3000 credit instead of continuing to work on fixing the wall.

BOARD – Patch it and leave it and take the credit.

Change Order 4 – Pattern / Template needed for the windows in order to do it properly. \$3700.

Board – APPROVED

Change Order 5 – Painting the downstairs windows. This will give us the factory warranty. Cost will be \$8120.00

Board – APPROVED

A motion was made to approve the Change Order responses as read above. The motion was made by Comm. Polo and seconded by Comm. Kitchell. It passed by the following vote:

AYES: Woytas, Polo, Kitchell, Cobane & Willans

ABSENT: None

NAYS: None

PUBLIC PART OF THE MEETING

6 members of the public attended.

Firefighter Johnston brought up a concern that with the virus cancelling many of the normal activities where members can earn LOSAP points, that not a lot of them will make the minimum required this year. There are no parades and drills or fireworks this year where they can earn points. He recommended that it be looked at, sooner rather than later.

Paul announced that Local FMBA will be holding 2 more movie night with an outdoor projector. They had a good response to the first one. There will be one July 25th on the Brickyard Field with a rain date of July 25th – Jumanji. Another one will be held August 8th with a rain date of August 9th – Ready Player One. It will be \$7 per person and you register through the Community Pass website.

Rich Allocco said that when the ranks shift with the new Acting Chief, that if someone moves up, they should be replaced. He said we went through hard work to get the staffing up and shouldn't lose that.

BILLS

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

AYES: Woytas, Polo, Kitchell, Cobane & Willans

ABSENT: None

NAYS: None

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Split</u>	<u>Amount</u>
06/03/2020	10628	Cowley, Michael	Reimbursements	-13.41
06/03/2020	10629	Bradley, Ben	Reimbursements	-35.00
06/03/2020	10630	Verizon Wireless	Utilities	-152.04
06/03/2020	10631	Nestle Pure Life Direct	Water	-104.86

06/03/2020	10632	Cobane, Rob	Fuel Vouchers	-70.00
06/03/2020	10633	Cook, Michael	Fuel Vouchers	-20.00
06/03/2020	10634	Gethins, John	Fuel Vouchers	-20.00
06/03/2020	10635	Johnston, Robert	Fuel Vouchers	-20.00
06/03/2020	10636	Kelly, Brian	Fuel Vouchers	-20.00
06/03/2020	10637	Kelly, Eric	Fuel Vouchers	-20.00
06/03/2020	10638	Kelly, Tim	Fuel Vouchers	-20.00
06/03/2020	10639	Koba, Jack	Fuel Vouchers	-20.00
06/03/2020	10640	Mihalko, Joseph Jr.	Fuel Vouchers	-20.00
06/03/2020	10641	Ryan Okolita	Fuel Vouchers	-20.00
06/03/2020	10642	Shearer, Derrick	Fuel Vouchers	-70.00
06/03/2020	10643	Tursi, Frank	Fuel Vouchers	-20.00
06/03/2020	10644	Wittnebert, John	Fuel Vouchers	-20.00
06/03/2020	10645	Ziccarello, Ricky	Fuel Vouchers	-20.00
06/08/2020	10646	FIS On Site Services, LLC	Engine 83 Operating Materials & Supplies	-2,667.80
06/08/2020	10647	Auto Zone	Office Supplies	-194.87
06/08/2020	10648	STAPLES CREDIT PLAN	Utilities	-197.34
06/08/2020	10649	JCP&L	Insurance Premiums	-533.14
06/08/2020	10650	Amtrust North America	Utilities	-4,013.00
06/08/2020	10651	PSE&G 10 Troy	Utilities	-59.70
06/08/2020	10652	JCP&L 10 Troy	Utilities	-124.01
06/08/2020	10653	Emergency Reporting	Computers	-159.91
06/08/2020	10654	Spectrum Communications	Radios	-1,440.00
06/08/2020	10655	Police & Firemen's Insurance Association	Police & Fire Insurance Operating Materials & Supplies	-508.30
06/10/2020	10656	Wegman's	Computers	-32.47
06/10/2020	10657	Power DMS	Equipment	-4,156.31
06/10/2020	10658	Fire Fighters Equipment Company Inc.	Pension Expense	-900.00
06/12/2020	eft	NJ Division of Pension & Benefits-Pension	Pension Expense	-3,000.00
06/12/2020	eft	NJ Division of Pension & Benefits-Pension	Pension Expense	-700.00
06/12/2020	eft	NJ Division of Pensions & Benefits Health	Medical Benefits	-11,968.40
06/15/2020	10659	Morris County Public Safety Training Acad	Training and Education	-250.00
06/15/2020	10660	Hydra Ram	Equipment	-388.56
06/15/2020	10661	Gannet NJ	Advertising	-53.49
06/15/2020	10662	SMCMUA	Utilities	-363.18
06/15/2020	10663	PSE&G	Utilities	-142.29
06/15/2020	eft	Board of Fire Commissioners	Employee Payroll	-19,782.34
06/19/2020	10664	Standard Insurance Co	Life Insurance	-1,861.60
06/19/2020	10665	Fail Safe Testing	Hose - Test	-2,044.35
06/25/2020	10666	SMCMUA 10 Troy	Utilities	-100.60
06/25/2020	10667	US Bank Equipment Finance	Copy Machine lease	-255.00
06/25/2020	10668	Truckman's Reprographics	Purchase of Vehicle	0.00
06/25/2020	10669	Township of Hanover	Gasoline	-569.35
06/30/2020	eft	Board of Fire Commissioners	Employee Payroll	-19,650.71
07/02/2020	eft	NJ Division of Pension & Benefits-Pension	Pension Expense	-4,544.30
07/02/2020	10670	Rescue Products International	Training and Education	-150.00
07/02/2020	10671	Nisovoccia, LLP	Professional Services	-8,450.00
07/02/2020	10672	Optimum	Utilities	-279.60
07/02/2020	10673	Verizon Wireless	Utilities	-152.04

07/02/2020	10674	Spectrum Communications	Car 87	-312.50
07/02/2020	10675	Morristown Medical Group	Medical	-420.00
07/02/2020	10676	Truckman's Reprographics	Purchase of Vehicle	0.00
07/02/2020	10677	Verizon	Utilities	-609.70
07/02/2020	10678	Home Depot Credit Services	Shop Supplies	-173.36
07/02/2020	10679	Cobane, Rob	Fuel Vouchers	-70.00
07/02/2020	10680	Cook, Michael	Fuel Vouchers	-20.00
07/02/2020	10681	Cowley, Dale	Fuel Vouchers	-20.00
07/02/2020	10682	Gethins, John	Fuel Vouchers	-20.00
07/02/2020	10683	Graziano, Jesse	Fuel Vouchers	-20.00
07/02/2020	10684	Kelly, Brian	Fuel Vouchers	-20.00
07/02/2020	10685	Kelly, Eric	Fuel Vouchers	-20.00
07/02/2020	10686	Kelly, Tim	Fuel Vouchers	-20.00
07/02/2020	10687	Koba, Jack	Fuel Vouchers	-20.00
07/02/2020	10688	Shearer, Derrick	Fuel Vouchers	-70.00
07/02/2020	10689	Tursi, Frank	Fuel Vouchers	-20.00
07/02/2020	10690	Wittnebert, John	Fuel Vouchers	-20.00
07/02/2020	10691	Ziccarello, Ricky	Fuel Vouchers	-20.00
07/06/2020	10692	STAPLES CREDIT PLAN	Office Supplies	-284.05
07/06/2020	10693	PSE&G 10 Troy	Utilities	-16.20
07/06/2020	10694	JCP&L	Utilities	-723.65
07/06/2020	10695	Police & Firemen's Insurance Association	Police & Fire Insurance	-508.30
07/06/2020	10696	Finish Line Car Wash	Car Washes	-9.03
07/06/2020	10697	Optimum 10 Troy	Utilities	-259.76
07/06/2020	10698	Nestle Pure Life Direct	Water	-104.86
07/06/2020	10699	Truckman's Reprographics	Purchase of Vehicle	-517.00
07/06/2020	10700	JCP&L 10 Troy	Utilities	-213.58
07/06/2020	10701	Graziano, Jesse	Reimbursements	-65.25
07/06/2020	10702	Gogel Tire Company	Repairs & Maintenance	-37.95
07/06/2020	10703	POSTMASTER	Office Supplies	-110.00
07/07/2020	eft	NJ Division of Pension & Benefits-Pension	Pension Expense	-634.55
07/13/2020	10704	SMCMUA	Utilities	-387.30
07/13/2020	10705	Hanover Sewerage Authority 10 Troy Hills	Utilities	-241.20
07/13/2020	10706	Auto Zone	Operating Materials & Supplies	-33.93
07/13/2020	10707	NJ Advance Media	Advertising	-62.00
07/13/2020	10708	Hanover Sewerage Authority	-SPLIT-	-433.35
07/13/2020	10709	Stewart & Stevenson Power Products	Building Maintenance	-500.00
07/13/2020	10710	Emergency Reporting	Computers	-159.91
07/13/2020	10711	Amtrust North America	Insurance Premiums	-4,013.00
				-
				101,568.40

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 8:23

Respectfully submitted,
Janet Hammond