



## CITY OF LAMBERTVILLE BOARD OF FIRE COMMISSIONERS DISTRICT #1

March 1, 2016 – 5:00PM

### REORGANIZATIONAL MEETING MINUTES

Chairman Komjathy called the meeting to order at 5:03 PM with a statement of compliance with the Open Public Meetings Act, noticing The Trenton Times, The Democrat, City Hall Bulletin Board, and various individuals, Station 1, Station 2 and Station 3.

#### ROLL CALL

Secretary Lelie called the roll as follows:

*Present:* Chairman Komjathy, Vice Chairman Kascik, Commissioner Mohr

*Also Present:* Chief Hartigan, Career Firefighter Barlow, Commissioner Lechner (via phone), Attorney Richard Braslow (via phone)

*Absent:* Commissioner Morgan

#### PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chairman Komjathy.

#### SWEARING IN

Attorney Richard Braslow swore in Commissioners Colin Mohr and Christopher Kascik for a 3 year term.

#### VOTING OF OFFICERS

A motion by Chairman Komjathy, seconded by Vice Chairman Kascik to keep the current positions for 2016-2017, and with a unanimous voice voted, MOTION PASSED.

#### ELECTION RESULTS

Chairman Komjathy read the election results into the minutes.

#### RESOLUTIONS

The Resolutions for 2016-2017 were read into the minutes by Chairman Komjathy.

**THE COMMISSION OF FIRE DISTRICT NO. 1  
IN THE CITY OF LAMBERTVILLE, COUNTY OF HUNTERDON  
Resolution #16-001**

**Resolution Authorizing Petty Cash Fund and Naming Custodian of Said Fund - 2016**

**WHEREAS**, fire district operations require several small purchases to be made within the local area; and,

**WHEREAS**, paying small bills through the regular Fire Commission system is time consuming and costly; and,

**WHEREAS**, paying of such bills within a petty cash account will result in savings to the fire district;

**NOW, THEREFORE BE IT RESOLVED**, by the Board of Fire Commissioners of the City of Lambertville, Fire District #1, County of Hunterdon that the Finance Personnel shall be the custodian of said fund.

1. The fund shall house \$350.00.
2. Chief Matthew Hartigan will maintain and be responsible for said fund.
3. Chief Matthew Hartigan is the only individual authorized to access said fund.
4. Appropriate receipts shall be maintained concerning any expenditure from said fund.
5. This fund shall be replenished on a monthly basis, as necessary.
6. The Commissioners shall be provided with a summary of purchases from said fund, on a monthly basis.

**THE COMMISSION OF FIRE DISTRICT NO. 1  
IN THE CITY OF LAMBERTVILLE, COUNTY OF HUNTERDON  
Resolution #16-002  
Designation of Official Newspapers for Publications for the 2016 – 2017**

**WHEREAS**, the Commissioners of Fire District No.1 in the City of Lambertville, County of Hunterdon, must, by statutory law, publish various items in order to comply with said requirements of statutory law; and

**WHEREAS**, the Commissioners are desirous of designating various newspapers as official newspapers in which the Commissioners may publish its various items during the 2016-2017 year.

**NOW THEREFORE, BE IT RESOLVED** by the Commissioners of Fire District No.1, in the City of Lambertville, County of Hunterdon as follows:

- (1) The official newspapers in which the Commissioners will publish all required notices or other items during the 2016-2017 year pursuant to New Jersey statutes shall be The Trenton Times and/or the Hunterdon County Democrat unless said New Jersey statutory law otherwise mandates that a newspaper other than those as referenced herein be used for said publications.

**THE COMMISSIONERS OF FIRE DISTRICT NO. 1  
IN THE CITY OF LAMBERTVILLE, COUNTY OF HUNTERDON  
Resolution #16-003  
Authorizing Regular Meeting Schedule for the 2016 Year**

**WHEREAS**, Public Law 1975, Chapter 231, Section 13, requires a public body to post and maintain posted, to distribute to designated newspapers, and to further file with the Municipal Clerk for the purpose of public inspections, a schedule of the regular meetings of such public body to be held during the calendar year; and,

**WHEREAS**, such schedule of regular meetings is required to contain the location of each meeting, to the extent that it is

known, and the time and date of each meeting; and,

**WHEREAS**, Public Law 1975, Chapter 231, Section 3-D, provides that where the annual notice or revisions thereof, in compliance with sections of the subject act, set forth the location, time and date of any meeting, no further action shall be required for such meeting.

**NOW THEREFORE, BE IT RESOLVED** by the Commissioners of Fire District No. 1 in the City of Lambertville, County of Hunterdon as follows:

- (1) All regular meetings of the Commissioners shall take place on the third Tuesday of every month at the Union Fire Company, 230 N. Main Street, Lambertville, NJ, held at 6:00p.m.

January 19

March 1 (Reorganization Meeting included)

April 19

May 17

June 21

July 19

August 16

September 20

October 18

November 15

December 20

A summary of this resolution shall be posted and maintained on the official bulletin board of the Commissioners, and shall also be kept on file by the Municipal Clerk for purposes of public inspection.

**THE COMMISSIONERS OF FIRE DISTRICT NO. 1  
IN THE CITY OF LAMBERTVILLE, COUNTY OF HUNTERDON  
Resolution #16-004  
Resolution Authorizing the Award of a Non Fair and Open Contract  
For Legal Services 2016**

**WHEREAS**, the Fire District has a need to acquire legal services as a non-fair open contract pursuant of the provisions of N.J.S.A. 19:44A-20.5; and

**WHEREAS**, the Fire District has determined and certified in writing that the value of the acquisition will exceed \$17,500; and

**WHEREAS**, the Law Office of Richard M. Braslow has submitted a proposal indicating it will provide legal services pursuant to the proposal; and

**WHEREAS**, THE Law Office of Richard M. Braslow has completed and submitted a Business Entity Disclosure Certification which certifies that the Law Office of Richard M. Braslow has not made any reportable contributions to a political or candidate committee in the previous one year, and that the contract will prohibit the Law Office of Richard M. Braslow from making any reportable contributions through the term of the contract; and

**WHEREAS**, the Fire District has determined that funds are available concerning the projected expenditures.

**NOW THEREFORE, BE IT RESOLVED**, that the Commissioner of Fire District No. 1 in the City of Lambertville, County of Hunterdon; authorized the Fire District to enter into a contract with the Law Office of Richard M. Braslow as described herein; and

**BE IT FURTHER RESOLVED** that the Business Disclosure Entity Certification and the Determination of Value be placed with this Resolution.

**THE COMMISSIONERS OF FIRE DISTRICT NO. 1  
IN THE CITY OF LAMBERTVILLE, COUNTY OF HUNTERDON  
Resolution #16-005  
Designating Surety Bonding for Commissioners – 2016**

**WHEREAS**, the Local Finance Board has adopted rules and regulations which apply to municipal entities, and the fire district is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and

**WHEREAS**, Subchapter 6, Section 5:31-6.1 provides that the fire district shall, by resolution, designate employees and officials required to furnish surety bonds and determine minimum bonds for each such employee and official; and

**WHEREAS**, the Commissioners of Fire District No.1 in the City of Lambertville, County of Hunterdon deem it necessary to provide bonding for the Commissioners.

**NOW THEREFORE, BE IT RESOLVED** by the Commissioners of Fire District No. 1 in the City of Lambertville, County of Hunterdon as follows:

- (1) Public Employee Dishonesty - \$1,000,000
- (2) Employee Dishonesty – Treasurer - \$1,000,000
- (3) Forgery / Alteration - \$1,000,000
- (4) Computer Fraud - \$100,000 (Maximum Limit Available)
- (5) ID Fraud - \$25,000 (Maximum Limit Available)

**THE COMMISSIONERS OF FIRE DISTRICT NO. 1  
IN THE CITY OF LAMBERTVILLE, COUNTY OF HUNTERDON  
Resolution #16-006  
Appointment of Accountant for the 2016-2017 Year**

**WHEREAS**, there exists a continuing need for certain accounting services to be provided to the Commissioners of Fire District No.1 in the City of Lambertville, County of Hunterdon, concerning various responsibilities undertaken by said Commissioners; and

**WHEREAS**, the Commissioners are desirous of making an appointment to this position as referenced above for the 2016-2017 year; and

**WHEREAS**, the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., provides that a governing body may award a contract without public advertising for competitive bidding where the nature of said contract is in the form of a professional service; and,

**WHEREAS**, the subject resolution providing for the awarding of this contract relative to professional services, and the notice of award of said contract shall be made available for public inspection; and,

**WHEREAS**, the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a)(i), provides that a notice of the award of said contract be published in a newspaper, said advertisement stating the nature, duration and amount of the contract.

**NOW THEREFORE, be it RESOLVED** by the Commissioners of Fire District No. 1 in the City of Lambertville, County of Hunterdon as follows:

- (1) Lear & Pannepacker, LLP is hereby hired as to fill this position for the 2016-2017 year, the cost shall be set for as \$8,400.00 per year

THE COMMISSIONERS OF FIRE DISTRICT NO. 1  
IN THE CITY OF LAMBERTVILLE, COUNTY OF HUNTERDON  
Resolution #16-007  
Authorizing Approval and Payment of Claims – 2016

**WHEREAS**, the Local Finance Board has adopted rules and regulations which apply to municipal entities, and the fire district is a Municipality entity as defined in the rules and regulations as promulgated by the Local Finance Board; and

**WHEREAS**, Subchapter 4, Section 5:31-4.1(e) provides that payment of claims by the fire district shall be by check on the fire district and signed by the governing body chairman, the chief financial officer and countersigned by such other officer or officials as designated by resolution; and

**WHEREAS**, Subchapter 4, Section 5:31-4.2 further provides that the Commissioners, at their reorganizational meeting, designate, by resolution, the individuals whose signatures shall appear on checks drawn upon the treasury of the Commissioners; and

**WHEREAS**, Subchapter 4, Section 5:31-4.1(f) provides that the Commissioners shall, by resolution passed by not less than the majority of the full membership, further designate the manner in which the time in which salaries, wages or other compensation for services shall be paid.

**NOW THEREFORE, BE IT RESOLVED** by the Commissioners of Fire District No. 1, in the City of Lambertville, County of Hunterdon, as follows:

- (1) The checks as issued by the Commissioners for payment of claims shall be signed by the Chairman, Treasurer and countersigned by one other Commissioner in order that the Commissioners comply with the rules and regulations as promulgated by the Local Finance Board and as set forth herein.
- (2) No more than one stamp facsimile shall be used on any particular check in place of a handwritten signature. The manner in which and the time in which compensation for services rendered by employees of the Commissioners shall be paid shall be in accordance with individual employment contracts.

THE COMMISSIONERS OF FIRE DISTRICT NO. 1  
IN THE CITY OF LAMBERTVILLE, COUNTY OF HUNTERDON  
Resolution #16-007  
Authorizing Approval and Payment of Claims – 2016

**WHEREAS**, the Local Finance Board has adopted rules and regulations which apply to municipal entities, and the fire district is a municipality entity as defined in the rules and regulations as promulgated by the Local Finance Board; and

**WHEREAS**, Subchapter 4, Section 5:31-4.1(e) provides that payment of claims by the fire district shall be by check on the fire district and signed by the governing body chairman, the chief financial officer and countersigned by such other officer or officials as designated by resolution; and

**WHEREAS**, Subchapter 4, Section 5:31-4.2 further provides that the Commissioners, at their reorganizational meeting, designate, by resolution, the individuals whose signatures shall appear on checks drawn upon the treasury of the Commissioners; and

**WHEREAS**, Subchapter 4, Section 5:31-4.1(f) provides that the Commissioners shall, by resolution passed by not less than the

majority of the full membership, further designate the manner in which the time in which salaries, wages or other compensation for services shall be paid.

**NOW THEREFORE, BE IT RESOLVED** by the Commissioners of Fire District No. 1, in the City of Lambertville, County of Hunterdon, as follows:

- (1) The checks as issued by the Commissioners for payment of claims shall be signed by the Chairman, Treasurer and countersigned by one other Commissioner in order that the Commissioners comply with the rules and regulations as promulgated by the Local Finance Board and as set forth herein.
- (2) No more than one stamp facsimile shall be used on any particular check in place of a handwritten signature. The manner in which and the time in which compensation for services rendered by employees of the Commissioners shall be paid shall be in accordance with individual employment contracts.

**THE COMMISSIONERS OF FIRE DISTRICT NO. 1  
IN THE CITY OF LAMBERTVILLE, COUNTY OF HUNTERDON  
Resolution #16-008  
Appointment of Auditor - 2016**

**WHEREAS**, there exists a continuing need for certain auditing services to be provided to the Commissioner of Fire District No. 1 in the City of Lambertville, County of Hunterdon, concerning various responsibilities undertaken by said Commissioners; and

**WHEREAS**, the Commissioners are desirous of making an appointment to this position as referenced above for the 2016-2017 year; and

**WHEREAS**, the Local Public Contract Law, N.J.S.A. 40A:11-1 *et seq.*, provides that a governing body may award a contract without public advertising for competitive bidding where the nature of said contract is in the form of a professional service; and,

**WHEREAS**, the subject resolution providing for the awarding of this contract relative to professional services, and the notice of award of said contract shall be made available for public inspections; and,

**WHEREAS**, the Local Public Contract Law, N.J.S.A. 40a:11-5(1)(a)(i), provides that a notice of the award of said contract be published in a newspaper, said advertisement stating the nature, duration and the amount of the contract.

**NOW, THEREFORE be it RESOLVED** by the Commissioners of Fire District No. 1 in the City of Lambertville, County of Hunterdon, as follows:

- (1) DePietto & DePietto (Jacqueline DePietto, engagement partner) is hereby appointed to provide auditing services to the Commissioners together with assistance in preparation of the 2017 budget and for establishment and maintenance of the necessary documentation consistent with the requirements and the regulations of the Department of Community Affairs and with the New Jersey statutes. This appointment is made pursuant to the proposal as submitted and attached hereto.
- (2) DePietto & DePietto is hereby hired to fill this position for the 2016-2017 year; the cost shall be set forth as \$8,500.00 per year.
- (3) The resolution and the notice of award of contract shall be available for public inspection.

**THE COMMISSIONERS OF FIRE DISTRICT NO. 1  
IN THE CITY OF LAMBERTVILLE, COUNTY OF HUNTERDON  
Resolution #16-009  
Appointment of Finance Clerk - 2016**

**WHEREAS**, the Fire District needs to appoint an Finance Clerk to said position to perform all parameters of the Board's accounting functions, contingent on all the appropriate pre-employment requirements being adhered to,

**NOW, THEREFORE be it RESOLVED** by the Commissioners of Fire District No. 1 in the City of Lambertville, County of Hunterdon, as follows:

- (1) Joseph Marcucci is hereby appointed the position of Finance Clerk for the 2016-2017, the cost shall be set forth as \$13,000 per year
- (2) The appointment may be terminated by the Board at any time prior thereto with or without cause and within the Board's sole discretion.

**THE COMMISSIONERS OF FIRE DISTRICT NO. 1  
IN THE CITY OF LAMBERTVILLE, COUNTY OF HUNTERDON  
RESOLUTION #16-010  
Authorizing Appointment of Attorney for the 2016-2017 Year**

**WHEREAS**, there exists a continuing need for legal services to be provided to the Commissioners of Fire District No. 1 in the City of Lambertville, County of Hunterdon, concerning various responsibilities undertaken by the Commissioners and;

**WHEREAS**, the Commissioners are desirous of making an appointment to this position as referenced above for the year of 2016-2017; and,

**WHEREAS**, the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.*, provides that a governing body may award a contract without public advertising for competitive bidding where the nature of said contract is in the form of a professional service; and,

**WHEREAS**, the subject resolution providing for the awarding of a contract relative to professional services and the notice of award of contract shall be available for public inspection; and,

**WHEREAS**, the Local Public Contract Law, N.J.S.A. 40A:11-5(1)(a)(i), provides that a notice of the award of said contract shall be published in a newspaper, said advertisement stating the nature, duration and amount of the contract.

**NOW THEREFORE, be it RESOLVED** by the Commissioners of Fire District No. 1 in the City of Lambertville, County of Hunterdon, as follows:

- (1) Richard M. Braslow, Esq., is hereby appointed to provide legal services to the Commissioners relative to any and all issues presented to the Commissioners pursuant to any of its obligations or responsibilities. This appointment is made pursuant to the proposal attached hereto and made a part hereof.
- (2) This resolution and the notice of award of contract shall be available for public inspection.

**THE COMMISSIONERS OF FIRE DISTRICT NO. 1  
IN THE CITY OF LAMBERTVILLE, COUNTY OF HUNTERDON  
RESOLUTION #16-011  
Adoption of Cash Management Plan**

**WHEREAS**, the Local Finance Board has adopted rules and regulations which apply to municipal entities and the fire district is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and,

**WHEREAS**, Subchapter 3, Section 5:31-3.1(a) provides that the governing body shall, by resolution passed by not less than a majority of the full membership, adopt a cash management plan, which shall include the designation of a depository, the State of New Cash Management Fund or a public depository or depositories.

**NOW THEREFORE, be it RESOLVED** by the Commissioners of Fire District No. 1 in the City of Lambertville, County of Hunterdon, as follows:

- (1) This resolution shall act as a formal adoption by the Commissioners of a cash management plan, which shall allow for official depositories of the Commissioners to be The State Cash Management Fund and/or Hopewell Valley Community Bank.
- (2) This resolution and the notice of award of contract shall be available for public inspection.

A motion by Vice Chairman Kascik to approve Resolutions 16-001 through 16-011, seconded by Commissioner Mohr, and with a unanimous voice vote, (Commissioner Lechner abstained), MOTION PASSED.

**REPORTS FROM STATIONS**

Fleetwing: All is good  
Union: Everything is good  
Hibernia: All is good

**CHIEF'S REPORT**

Chief Hartigan recognized the crew members that went to the fire in Hillsborough on that freezing night.

On Saturday the Chief of Goshen, OH, gave a great training class. We had a real good turnout and feedback. The course curriculum was about Modern Fire Tactics.

This Saturday we will go around town with the Red Cross to hand out smoke detectors. We'd like to hand out a recruiting pamphlet along with this information.

Chief will schedule a meeting with Brayden Fahey, of the Hunterdon County OEM.

Received a call from Ewing, they're still interested in the truck. In a couple month Prospect expects their new truck.

There is a training course, "Operating on the Highway", sponsored by the Division of Highway and Traffic Safety that I'd like our guys to attend. Eventually, this will be a mandatory course.



The Chief met with the Water Company, and discussed the inoperable hydrants. We are looking into putting a hydrant at the end of Delevan Street. By the April meeting, a letter should be sent to Suez Water, pro-rating payment to them if they hydrant at Delevan Street is not installed.

The Chief has been in contact with New Hope regarding shared services; still working with them on this. We took the Tanker off the County Tanker Task Force.

Today is a milestone. All personnel are assigned to one district; all engines are under one roof.

To date we have accomplished:

- Brought training to a new level.

- We have new equipment to make us more efficient.

- Everything is color-coded and organized.

- Reorganized the companies

- Reorganized the equipment by combining vehicles

- Reduced maintenance costs

- We provide assistance to the Rescue Squad

- Acquired new hose

- Acquired new turnout gear

- Revamped the knox box system

- Acquired new airpacks

- New hydrant valves

- We convinced all the companies to come here, to the Union

Like to keep the department moving forward.

Vice Chairman Kascik thanked everyone, and added, "We are a world class department, and I greatly appreciate all your efforts Chief."

The recommendation tonight will be to auction the pickup truck.

It was decided that the BOE account balance, raised through donations and fundraisers, would be depleted by the Chief.

The budget numbers on the ballot were incorrect. The State picked up the error.

A vote was taken to pass the two resolutions tonight. A motion by Vice Chairman Kascik, to approve the revised budget, seconded by Commissioner Lechner, and with a unanimous voice vote, MOTION PASSED. A motion by Vice Chairman Kascik to adopt the revised budget, seconded by Chairman Komjathy, and with a unanimous voice vote, MOTION PASSED.

This year we will be purchasing a Quint, first, and will need approximately \$18K to purchase a Gator.

Chief Hartigan would like to replace the Chief's car and use the current one for fire school and daily activities.

Vice Chairman made a motion to put the pickup truck up for sale on gov.deals, at a minimum of \$3,500, as is, no expressed guarantees, seconded by Commissioner Mohr, and with a unanimous voice vote MOTION PASSED. We can set our own terms.

**RESOLUTION**  
**Closing of Meeting Pursuant to  
Open Public Meetings Act**

WHEREAS, pursuant to the Open Public Meetings Act, the Commissioners are allowed to engage in executive session during any particular meeting when it becomes necessary to discuss matters which the statute allows to be discussed in executive session; and

WHEREAS, it was necessary for the Commissioners to discuss various matters of personnel, and accordingly, the Commissioners met in executive session to discuss same.

NOW, THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 1 in the City of Lambertville, County of Hunterdon, as follows:

- (1) The meeting of March 1, 2016 is closed and will be reopened at such time as the discussion in executive session has been completed.
- (2) The minutes will be revealed to the public at such time as the matters discussed have been resolved.

The Commissioners entered into closed session at 5:58PM.

A motion by Commissioner Lechner, seconded by Chairman Komjathy to end the closed session, and with a unanimous voice vote, MOTION PASSED. The Commissioners came out of closed session at 6:43PM.

Commissioner Lechner and Attorney Richard Braslow (via phone) left the meeting at 6:43PM.

Discussion ensued about our new website. It will be able to accommodate many more items and will post to social media.

A motion by Vice Chairman Kascik, seconded by Commissioner Mohr to adjourn the meeting, and with a unanimous voice vote, MOTION PASSED. The meeting was adjourned at 6:57PM.

Respectfully Submitted,

  
\_\_\_\_\_  
Sally Lelie - Secretary