

**PORT READING BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT NO. 2  
PORT READING, NJ 07064  
January 3, 2023**

The Board Accountant read the "Open Meeting Act" requirements. The Port Reading Board of Fire Commissioners Monthly Public Meeting of January 3, 2023 was called to order by Commissioner Santorelli at 7:00 pm. Three Commissioners were present: Comm. Santorelli, Comm. Weber and Comm. Cinelli. Board Accountant Maria Bucsanszky was present. Board Attorney Brian Bontempo was present. Board Clerk Marianne DeSantis was present.

Comm. Molnar was not feeling well.

Comm. Eagan had a death in the family. Comm. Santorelli offered the Board's condolences on the death of Comm. Eagan's mother-in-law.

The Board Clerk read the 2023 Adopted Budget Resolution .

MOTION to approve the 2023 Adopted Budget Resolution, which includes amount to be raised by taxation of \$3,264,296.41 and total appropriations of \$3,320,507.41.

**ROLL CALL VOTE:**

Comm. Santorelli - YES  
Comm. Molnar -- Absent  
Comm. Weber -- YES  
Comm. Cinelli -- YES  
Comm. Eagan - Absent

**TAXPAYER COMMENTS:**

MOTION made by Comm. Weber to open the meeting to the public for questions regarding the Proposed 2023 Budget, seconded by Comm. Cinelli. All in favor 3-0.

There were no questions from the public regarding the Proposed 2023 Budget.

MOTION to close the public portion of the meeting was made by Comm. Weber, seconded by Comm. Cinelli. All in favor 3-0.

Michael Bart, the Board Auditor from Bart & Bart Accounting gave a detailed review of the 2021 Audit, stating it was a good solid year for the District and there were no general comments or recommendations which is good.

The Board Clerk read the Resolution to approve and adopt the annual audit report for the fiscal year ending December 31, 2021.

**ROLL CALL VOTE:**

Comm. Santorelli - YES  
Comm. Molnar – Absent  
Comm. Weber – YES  
Comm. Cinelli – YES  
Comm. Eagan - Absent

The Board Clerk read the Resolution to authorize Budget Transfers.

MOTION made by Comm. Weber to accept the Resolution authorizing transfers for budget line items with excesses to be authorized to budget line items with insufficient funds totaling \$15,850.00, seconded by Comm. Cinelli. All in favor 3-0.

**ROLL CALL VOTE:**

Comm. Santorelli - YES  
Comm. Molnar – Absent  
Comm. Weber – YES  
Comm. Cinelli – YES  
Comm. Eagan - Absent

Minutes of the December 5, 2022 meeting were reviewed.

MOTION made by Comm. Weber to accept the December 5, 2022 minutes, seconded by Comm. Cinelli. All in favor 3-0.

**TREASURER’S REPORT:**

Balance	\$ 2,536,772.91
Deposits	\$ 28,176.75
Interest	\$ 217.00
Payroll	\$ ( 94,149.81)
Payroll Tax/Adjustments	\$ ( 9,602.66)
Disbursements for the Month	\$ 140,941.38
Ending Balance	\$ 2,320,472.81

MOTION made by Comm. Weber to accept the Treasurer’s Report, seconded by Comm. Cinelli. All in favor 3-0.

**BILLS TO BE PAID:** \$ 140,941.38

MOTION made by Comm. Weber to pay the bills and add on bills, seconded by Comm. Cinelli. All in favor 3-0.

**CAPTAIN'S REPORT:**

The Captain's Report was submitted and reviewed.

MOTION made by Comm. Weber to accept the Captain's Report, seconded by Comm. Cinelli. All in favor 3-0.

**FIRE OFFICIAL'S REPORT:**

The Fire Official's Report was submitted and reviewed.

MOTION made by Comm. Weber to accept the Fire Official's Report, seconded by Comm. Cinelli. All in favor 3-0.

**TAXPAYER COMMENTS:**

There were no comments from the public.

**OPERATIONS MANAGER:**

Operations Manager Small reported that the quote from Captain Douglas for the Scotts air packs that were purchased came in \$977 under budget.

Operations Manager Small reported that Fire Chief Korinsky and Fire Fighter Kreusch both passed the ICS 400 class and is requesting that they be reimbursed the \$150 fee they paid to take the class.

Operations Manager Small requested approval to purchase a white Chief's helmet for the Chief, which was approved.

**CHIEF'S REPORT:**

The Chief's Report was submitted and reviewed.

MOTION made by Comm. Weber to accept the Chief's Report, seconded by Comm. Cinelli. All in favor 3-0.

**UNFINISHED BUSINESS:**

There was no unfinished business.

**NEW BUSINESS:**

Comm Weber reported on the revision to the automatic aid, adding Matthew Jago School, #28 located at 99 Central Ave, Sewaren, to bring to District 1 to add to FDC.

MOTION made by Comm. Weber to enter Executive Session at 7:24 pm, seconded by Comm. Cinelli. All in favor 3-0.

MOTION out of Executive Session at 7:27 pm.

**EXECUTIVE SESSION:**

Matters discussed during Executive Session was a personnel issue.

MOTION made by Comm. Weber to move forward with the purchases for the Fire Prevention Bureau, seconded by Comm. Cinelli. All in favor 3-0

MOTION to adjourn meeting at 7:28 pm made by Comm. Weber seconded by Comm. Cinelli. All in favor 3-0.

Respectfully submitted,

Marianne DeSantis  
Board Clerk

BOARD OF FIRE COMMISSIONERS  
DISTRICT NO. 2  
P.O. BOX 207  
PORT READING, NEW JERSEY 07064

January 3, 2023

Treasurer's Report

BEGINNING BALANCE	\$ 2,536,772.91
Deposits	28,176.75
Interest	217.00
Payroll	( 94,149.81)
Payroll Tax/Adjustments/Transfers	( 9,602.66)
Disbursements for the Month	<u>( 140,941.38)</u>
ENDING BALANCE	\$ 2,320,472.81

11:01 AM

01/03/23

Accrual Basis

**BOARD OF FIRE COMMISSIONERS DISTRICT NO. 2**

**ADD-ON BILLS**

January 4, 2023

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<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Northfield - Voucher				
01/04/2023	2894	THE HARTFORD GROUP B...	Life Ins Customer#011215320001-2/Pol#734229 -01/01/2...	-334.80
Total Northfield - Voucher				-334.80
<b>TOTAL</b>				<b>-334.80</b>

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**BOARD OF FIRE COMMISSIONERS DISTRICT NO. 2**

**BILL LIST**

**December 7, 2022 through January 3, 2023**

12/30/22

Date	Num	Name	Memo	Amount
<b>Northfield - Voucher</b>				
01/03/2023	2868	Aquila Landscape Contractors	Fall Clean Up	-1,075.00
01/03/2023	2869	Brian A Bontempo	Monthly Fee - January 2023	-866.67
01/03/2023	2870	Campbell Supply Company	Lt Firetech Kit	-1,780.73
01/03/2023	2871	Central Jersey Joint Insuran...	Liability & Workers Comp Insurance - 1st Installment	-25,157.00
01/03/2023	2872	EHRLICH	Commercial Pest General Maintenance Service - Cust#...	-84.27
01/03/2023	2873	Electec, Inc	Voting Machines/Technicians - Fire Election February 1...	-1,740.63
01/03/2023	2874	ESI Equipment Inc	Service Agreement	-1,475.00
01/03/2023	2875	FIRETEX	Fire System Inspection	-290.00
01/03/2023	2876	Fords Fire District #7	Dispatch Service - January 2023	-6,094.75
01/03/2023	2877	FRANCIS CAMPBELL	E-mail Hosting/Support - December 2022	-216.00
01/03/2023	2878	Government Leasing & Fina...	Cont# 077-0000167-000 - Fire Truck Payment	-51,873.81
01/03/2023	2879	Home Depot Credit Services	Account #6035 3225 4098 2968 Supplies	-2,947.87
01/03/2023	2880	Home News Tribune	Account #ASB-099468 Notice - Fire Election February 1...	-24.94
01/03/2023	2881	Jessica Rizitis	Website Maintenance - January 2023	-211.92
01/03/2023	2882	LIFE INSURANCE COMPA...	GL 009906-000-000 LIFE INSURANCE - 01/17/2023-0...	-893.20
01/03/2023	2883	Maria Bucsanszky, E.A	Monthly Fee January 2023	-2,791.67
01/03/2023	2884	MIDDLESEX WATER COM...	Acct # 3046515564-Hydrant Service December 2022	-13,707.30
01/03/2023	2885	New Jersey Door Works, LLC	Replaced Sectional Door	-2,044.44
01/03/2023	2886	Nitti's Hood Cleaning	Cleaned Hood, Duct, Fan & Filters	-400.00
01/03/2023	2887	PSE&G	ELECTRIC BILL-Summary Account #1301219207	-2,057.26
01/03/2023	2888	Staples Business Advantage	Supplies	-407.30
01/03/2023	2889	Target Solutions Learning LLC	Target Solution Edition Membership & Maintenance Fee	-1,859.00
01/03/2023	2890	The Star Ledger (NJ ADVAN...	Acct# 1128795 - Notice of 2023 Meeting Dates	-51.48
01/03/2023	2891	Woodbridge Fire District #1	Reimbursement - Vision & Dental Coverage - January 2...	-2,059.60
01/03/2023	2892	Home News Tribune	Account #ASB-099468 Notice - 2023 Budget Public He...	-18.06
01/03/2023	2893	MIDDLESEX WATER CO	ACCOUNT #2060200000 - Water Bill 08/24/2022 - 11/...	-1,610.62
01/03/2023	TEPS	New Jersey State Health Be...	Health & Prescription Benefits Retirees 01/01/2023 - 01...	-3,496.74
01/03/2023	TEPS	New Jersey State Health Be...	Health & Prescription Benefits Active 01/01/2023 - 01/3...	-15,706.12
Total Northfield - Voucher				-140,941.38
<b>TOTAL</b>				<b>-140,941.38</b>

# Port Reading Fire Department

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## ***Captains' Report – December 2, 2022 - December 29, 2022***

### **Engine 2-1**

### **Engine 2-2**

12-4-2022 1200-1445 Participated in Holiday Parade

### **Support Pick-Up 2-3-4**

### **Fire Company Vehicle 2-3-5**

12-3-2022 Issue with top mounted light bar not shutting off. C13 advised.

12-4-2022 1200-1445 Participated in Holiday Parade.

12-6-2022 - Township picked up unit for repairs.

12-7-2022 - Vehicle repaired and returned. Picked up by 2-0-1.

12-15-2022 - Picked up by the Township to look at lighting issue

12-19-2022 Vehicle dropped off to be looked at by town again

### **Support Unit 2-3-6**

12-6-2022 - Placed renewed vehicle registration card in unit. Took unit for vehicle inspection at DMV. Passed, no issues.

### **Fire Prevention Vehicle 2-3-7**

12-6-2022 - C13 took 2023 insurance card for unit.

### **Marine 2-3-8**

### **Ambassador 1000 by 6000 GPM Hydro Chem/Foam Trailers**

### **LDH Box Trailers, Open Trailer & Decontamination Trailer**

12-6-2022 - Placed renewed vehicle registration card for open trailer in 2-3-4.

### **Equipment**

12-7-2022 - Comm. Weber dropped off 6 portable radios from the township. 4 were already preprogrammed and ready for use. ID's and serial numbers logged and stored. 2 need to be reprogrammed and 1 has a slight issue with the battery fit.



- All lawn equipment has been properly winterized. Checked fluids on snowblower and ran with no issues. Ready for upcoming season.

12-16-2022 Received delivery of Incident Command Board. C11 notified

12-19-2022 Command Boards reviewed and material sent out for review. Equipment placed in service by C11.

### **Building and Grounds**

12-4-2022 ODP brought plow and snowblower into App Bays for winter season.

12-5-2022 0830 EMS class in Hall.

1140 Rep from Middlesex Water Company stopped by to inform us the water to the firehouse will be shut on Wednesday the 7<sup>th</sup> between 0900- 1700 for work being done in the street. Hours may vary.

1200 Aquila Landscaping here cleaning up grounds.

1800 Fire Company meeting in Hall.

1930 Commissioners meeting in Hall.

12-6-2022 - Julian from Township conducted Annual Fire Alarm Inspection (0845-1100). All paperwork placed on file, C8 advised. Township DPW along with 2-4-12 picked up new refrigerator from Home Depot. DPW took old refrigerator away and ODP unpacked new unit and placed in service.

12-7-2022 - Township IT completed work on Fire Alarm system from yesterday's inspection

- Water was shut off to the firehouse from 0900 to approx. 1430 due to work by Middlesex Water.

12-15-2022 - Filled 3 bottles for WFD

12/29/2022 1030 Carpet Care Plus here for Squad.

### **Fuel**

12-5-2022 Engine 2-1 23.483 gallons. Engine 2-2 19.287 gallons.

12-10-2022 2-3-7 10.001 gls

12-19-2022 2-1 23.402 gls

### **Training**

12-3-2022 C11 & C12 at IMS 400 class.

12-4-2022 C11 & C12 completed CBA required I 400 class.

12-8-2022 VFFs #127 and 128 Attending I400 class in North Brunswick

12-16-2022 Sent contract signed by OM Small to Vector Training Solutions for the purchase of training software for department.

C6 submitted NJ DFS Application and supporting documentation for IMS Level 3 I400 for C11 and C12.

Filed Fire Service Instructor Level 1 certification for C12.

**Disposal List**

Officially,

Captains

Paul DeLeo

Rich Fritzsch

Evan Douglas

Anthony Terebetsky

**Pre-Planning Captain's Report**

- On 12-2-2022, sent information on Excel spreadsheet for Tyler Technology (MobileEyes) pre-plan software, as required by vendor.
- On 12-6-2022, C12 & C13 had meeting with representative from Buckeye, 750 Cliff Rd, Port Reading, regarding placement of large sized Knox Box for facility. Emailed Tyler Technology signed Agreement between Woodbridge & Port Reading to share information in pre-plan software. Signed by Comm. Weber.
- Auto Aid Agreement expanded on 12-6-2022 to include our District responding to 10 Main Street, Woodbridge for all fire alarms.

Respectfully submitted,

Captain Anthony S. Terebetsky

R E S O L U T I O N

WHEREAS, N.J.S.A. 40A:14-89 requires the governing body of each local Authority to cause an annual audit of its accounts to be made, and

WHEREAS, the annual audit report for the fiscal year ended DECEMBER 31, 2021, has been completed and filed with the **WOODBRIAGE TOWNSHIP FIRE DISTRICT #2**, pursuant to N.J.S.A. 40A:14-89, and

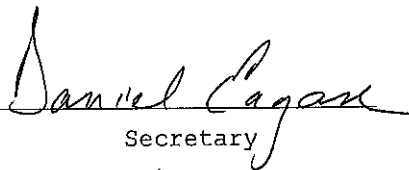
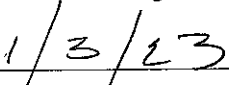
WHEREAS, N.J.S.A. 40A:14-89 requires the governing body of each Authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations" in accordance with N.J.S.A. 40A:14-89,

NOW, THEREFORE BE IT RESOLVED, that the governing body of the **WOODBRIAGE TOWNSHIP FIRE DISTRICT #2**, hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended DECEMBER 31, 2021, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the secretary of the Authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON January 3, 2023.

  
Secretary  
  
Date

RESOLUTION  
BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT NO. 2

WHEREAS, the Treasurer of Fire District No. 2 reports that certain 2022 budget appropriations have insufficient balances to meet the 2022 expenditures, and

WHEREAS, certain other budget expenditures have balances in excess of their needs, now therefore,

BE IT RESOLVED that upon recommendation from the Treasurer and in accordance with NJSA 40A:14-78.9, that transfers from budget line items with excesses be authorized to budget items with insufficient balances.

From		To	
G-01-F Firefighters	\$ 11,500.00	G-01-C Captain	\$ 11,500.00
H-01-01/Social Security	<u>4,350.00</u>	H-18-02/NJ State Fire Dist Assoc	50.00
		H-24-04/Utilities-Water	1,200.00
		H-26-02/Grounds Maintenance	800.00
		H-26-03/Building Maintenance	700.00
		H-26-04/Building Repairs	1,500.00
		L-02-07/Fire Prevention Prg	<u>100.00</u>
 TOTAL	 \$ <u>15,850.00</u>	 TOTAL	 \$ <u>15,850.00</u>

**MOTION** to accept resolution made by Comm. SW, seconded by Comm. MC, all in favor.

Robert Santorelli, President	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	
JoAnn Molnar, Vice Pres	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<i>Absent</i>
Stephen Weber, 2 <sup>nd</sup> V.P.	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	
Mark Cinelli, Treasurer	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	
Daniel Eagan, Secretary	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<i>Absent</i>

Adopted, January 3, 2023

Date

Daniel Eagan, Treasurer

Daniel Eagan

# 2023 ADOPTED BUDGET RESOLUTION

## Woodbridge Township FD No. 2

### FISCAL YEAR: January 1, 2023 to December 31, 2023

WHEREAS, the Annual Budget for the Woodbridge Township FD No. 2 (the 'Fire District') for the fiscal year beginning January 1, 2023 and ending December 31, 2023 has been presented for adoption before the Board of Commissioners of the Fire District at its open public meeting of January 3, 2023; and

WHEREAS, the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the adopted budget is in compliance with the Property Tax Levy Cap Law (N.J.S.A. 40A:4-45.44 et seq.); and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$3,320,507.41 which includes amount to be raised by taxation of \$3,264,296.41, and Total Appropriations of \$3,320,507.41; and

WHEREAS, an election shall be held annually on the third Saturday of February in each established fire district to determine the amount to be raised by taxation for the ensuing year;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District at an open public meeting held on January 3, 2023 that the Annual Budget of the Fire District for the fiscal year beginning January 1, 2023 and ending December 31, 2023 is hereby adopted and, shall constitute appropriations for the purposes stated and authorization of Total Revenues of \$3,320,507.41, which includes amount to be raised by taxation of \$3,264,296.41, and Total Appropriations of \$3,320,507.41; and

BE IT FURTHER RESOLVED, that the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

BE IT FURTHER RESOLVED, that an annual election shall be held on the third Saturday of February to determine the amount to be raised by taxation for the ensuing year. The results of which shall be subsequently certified to the Division and the Municipal Assessor.

*Daniel Eagan*  
(Secretary's Signature)

1/3/23  
(Date)

**Board of Commissioners Recorded Vote**

Member	Aye	Nay	Abstain	Absent
ROBERT SANTORELLI	X			
JOANN MOLNAR				X
STEPHEN WEBER	X			
MARK CINELLI	X			
DANIEL EAGAN				X