

**PORT READING BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 2
PORT READING, NJ 07064
December 5, 2022**

The Board Accountant read the "Open Meeting Act" requirements. The Port Reading Board of Fire Commissioners Monthly Public Meeting of December 5, 2022 was called to order by Commissioner Santorelli at 7:00pm. All five Commissioners were present: Comm. Santorelli, Comm. Molnar, Comm. Weber, Comm. Cinelli and Comm. Eagan. Board Accountant Maria Bucsanszky was present. Board Attorney Brian Bontempo was present. Board Clerk Marianne DeSantis was present.

Minutes of the November 7, 2022 meeting were reviewed.

MOTION made by Comm. Molnar to accept the November 7, 2022 minutes, seconded by Comm. Cinelli. All in favor 5-0.

TREASURER'S REPORT:

Balance	\$ 1,701,027.38
Deposits	\$ 1,034,667.26
Interest	\$ 293.32
Payroll	\$ (120,486.98)
Payroll Tax/Adjustments	\$ (10,433.90)
Disbursements for the Month	\$ <u>(89,161.97)</u>
Ending Balance	\$ 2,536,772.91

MOTION made by Comm. Weber to accept the Treasurer's Report, seconded by Comm. Molnar. All in favor 5-0.

The Board Clerk read the Resolution to transfer budget line items with excesses to be authorized to budget items with insufficient balances in the amount of \$16,000.

MOTION made by Comm. Weber to accept the Resolution to transfer budget line items with excesses to be authorized to budget items with insufficient balances in the amount of \$16,000, seconded by Comm. Cinelli. All in favor 5-0.

ROLL CALL VOTE:

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

BILLS TO BE PAID: \$ 89,161.97

Comm. Molnar inquired about the Aquila Landscaping bill for the cleanup, which Board Accountant Bucsanszky indicated that she had not yet seen it, but will make sure it is paid through the 2022 budget

MOTION made by Comm. Eagan to pay the bills and add on bills, seconded by Comm. Weber. All in favor 5-0.

CAPTAIN'S REPORT:

The Captain's Report was submitted and reviewed.

Captain Fritsch reported that Aquila Landscaping was here today for a cleanup and the leaves.

MOTION made by Comm. Cinelli to accept the Captain's Report, seconded by Comm. Molnar. All in favor 5-0.

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. 5-0.

The Board Clerk read the 2023 Fire District Budget Resolution for the Fiscal Year January 1, 2023 to December 31, 2023.

The Board of Commissioners of the Fire District approved the 2023 Annual Budget, including all related schedules of the Fire District for the fiscal year beginning January 2, 2023 and ending December 31, 2023.

ROLL CALL VOTE:

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

The Board Clerk read the Resolution to approve the Temporary 2023 budget in the amount of \$495,486.

The Board of Fire Commissioners of the Township of Woodbridge, Fire District 2 approved the Temporary 2023 Budget in the amount of \$495,486.

ROLL CALL VOTE:

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

TAXPAYER COMMENTS:

There were no comments from the public

UNFINISHED BUSINESS:

There was no unfinished business.

NEW BUSINESS:

Comm. Weber reported under Communications that he spoke with the Township and we will be getting 6 portable radios to assist us with those that were damaged.

MOTION made by Comm. Cinelli to enter Executive Session at 7:12 pm, seconded by Comm. Weber. All in favor 5-0.

MOTION out of Executive Session at 7:17 pm.

EXECUTIVE SESSION:

MOTION made by Comm. Eagan to purchase new headlights not to exceed \$1900 for Engine 2-2, seconded by Comm. Molnar. All in favor 5-0.

MOTION made by Comm. Weber to purchase three new SCBA frames not to exceed \$29,000, seconded by Comm. Cinelli. All in favor 5-0.

MOTION to adjourn meeting at 7:19 pm made by Comm. Molnar seconded by Comm. Eagan. All in favor 5-0.

Respectfully submitted,

Marianne DeSantis
Board Clerk

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

December 5, 2022

Treasurer's Report

BEGINNING BALANCE	\$ 1,701,027.38
Deposits	1,034,667.26
Interest	293.32
Payroll	(120,486.98)
Payroll Tax/Adjustments/Transfers	10,433.90
Disbursements for the Month	<u>(89,161.97)</u>
 ENDING BALANCE	 \$ 2,536,772.91

BOARD OF FIRE COMMISSIONERS DISTRICT NO. 2

BILL LIST

December 6, 2022

12/05/22

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Northfield - Voucher				
12/06/2022	2861	Bart & Bart CPAs	2021 Preparation of Audit	-5,950.00
12/06/2022	2862	DANNY'S AUTOMOTIVE C...	2009 Ford Explorer/Replaced Stop Light Switch, Shift C...	-639.72
12/06/2022	2863	Elizabethtown Gas	Account # 2202559020 - Firehouse 10/24/2022 - 11/2...	-354.58
12/06/2022	2864	JUSTIN HOLLOWAY	Reimbursement - Fire Prevention Open House - Refres...	-205.32
12/06/2022	2865	MIDDLESEX COUNTY FIRE...	Course: I-400/Douglas & Terebetsky	-200.00
12/06/2022	2866	NAPA Auto Parts of Colonia	Supplies: Inverter & Wire Tile	-43.88
12/06/2022	2867	Thomas Electric LLC	Sub Panel Installation	-965.35
Total Northfield - Voucher				<u>-8,358.85</u>
TOTAL				<u><u>-8,358.85</u></u>

Port Reading Fire Department



Captains' Report – November 3, 2022 - November 30, 2022

Engine 2-1

11-9-2022 - Contacted Absolute regarding Safety Recall, awaiting response.

11-17-2022 - Conferred with Absolute on the E-One Safety recall. Engine scheduled to be dropped off tomorrow.

11-18-2022 - Engine taken to Absolute to address recall. Unit returned with no issues. Engine not affected.

Engine 2-2

11-20-2022 - Replaced leaking 5" intake valve on driver's side of engine with spare from storage. Tagged leaking valve for repair.

11-26-2022 - 1100 Members decorated for light parade - taken out of service per OM.

1700-2100 Participated in Light parade.

Support Pick-Up 2-3-4

11-16-2022 - Unit taken to Danny's Automotive for ABS repair.

11-17-2022 - Unit returned and placed back in service.

Fire Company Vehicle 2-3-5

Support Unit 2-3-6

11-4-2022 - Vehicle indicating oil change is needed.

11-24-2022 - Vehicle indicating oil change is required. Also, extreme difficulty getting vehicle to shift gears. Inspection sticker expires 12/2022.

11-29-2022 - Taken to Danny's to work on shifting issue

12-3/2022 Picked up from Danny's Auto, repairs made, oil and filter changed, placed back in service. Notifications made.

Fire Prevention Vehicle 2-3-7

Marine 2-3-8

11-4-2022 - Vessel removed from water for the season.

11-9-2022 - Equipment removed and placed in storage.

11-16-2022 - Vessel picked up by Glasson's for winterization and storage.

Ambassador 1000 by 6000 GPM Hydro Chem/Foam Trailers

LDH Box Trailers, Open Trailer & Decontamination Trailer

11-12-2022 - 2-0-1 picked up open trailer with Santa sled from Twp. Tow Yard as per OM Small. Placed in parking lot for upcoming use.

Equipment

11-21-2022 Received Fed Ex delivery of new chain for 2-2 Husqvarna chainsaw. Chain replaced.

11-30-2022 FedEx delivery of two personal hand lights received. Placed in Gear closet.

Building and Grounds

11-3-2022 Township Parks Department set up the District's Christmas tree.

11-7-2022 Township stopped by to speak with squad ODP regarding one of the Rigs.

Lawn Doctor here treating lawn.

Wetscape here winterizing our sprinkler system.

1800 Fire Company meeting in Hall.

1900 Fire Commissioners meeting in Hall.

11/13/2022 0806 Email sent to Director Small regarding upstairs kitchen fridge not staying cool.

0850 Received the green light from the Director to proceed forward calling CRC to evaluate.

11-16-2022 - CRC came to investigate issue with refrigerator. Found unit was out of freon due to leak in unit. Freon has been added along with a dye to indicate where leak is coming from. If leak is noticed, CRC should be contacted to investigate and provide price for leak repair. CRC advised that parts are becoming hard to find for the refrigerator and leak repair may be as expensive as a new unit. Board will need to weight options of repairing or replacing unit in the upcoming budget year. Repairman feels unit will need the leak repaired very soon.

11-18-2022 Aquila landscaping working on property

11-20-2022 - Removed bunting, name (Ray Lubeski) from outdoor Memorial plaque and outdoor sign. Assisted 2-0-1 in decorating the Station for the upcoming Holiday season.

11-21-2022 Township removed tree stumps on property near Christmas Tree. Also moved monument. Final lawn maintenance on property done by ODP in preparation for tree lighting ceremony.

11-22-2022 1900 Christmas tree lighting ceremony.

11-23-2022 0810 Cooper Electric here for generator checkup.

0830 Township picked up light equipment from last night's tree lighting.

Cleaned up firepits and parking lot utilizing a handline off the hydrant. Placed fire pits and containers near dumpster for whomever they belong to can pick up anytime.

1000 Fed Ex delivery of small box from Valtek Body Repair and Painting- our yearly Christmas cookies. Placed in kitchen.

1500 Appointment set for upstairs kitchen hood's annual cleaning for December 1st between 0830- 0900.

11-26-2022 OM requested the purchase of an additional power inverter. Purchased from NAPA auto parts.

11-28-2022 - Received delivery of large Christmas Wreath for building. Placed on building near bay door for 2-1.

Authorization for C8 to purchase a new refrigerator to replace the upstairs kitchen one, given by Director Small and Commissioner Cinelli.

Purchase of fridge completed online and will be ready for pickup between December 2- 7th.

11-29-2022 - NJ Door Works contacted again (A message was left on Friday) for repair of the middle West Ave bay. Tech should be in tomorrow.

11-30-2022 - 0800-1230 NJ Door Works replaced both springs on Apparatus Bay door #2. Repaired and operational.

12-1-2022 NHP here for annual kitchen hood cleaning.

Appointment set for upstairs kitchen semi-annual hood suppression check, on December 7.

Fuel

11-7-2022 Engine 2-2 31.112 gallons

11-8-2022 - Unit 2-3-5 → 7.301 gallons

11-16-2022 - Unit 2-3-5 → 8.374 gallons

11-20-2022 - Engine 2-1 → 24.935 gallons. Unit 2-3-4 → 14.950 gallons.
Unit 2-3-6 → 5.053 gallons.

11-23-2022 Engine 2-2 21.143 gallons

Training

11-4-2022 - C13 took online Drill Ground Instructor refresher class.

11-14-2022 - C12 passed State exam for CBA required Fire Instructor Level I class.

11-19-2022 - C12 took CEVO 4 class.

11-30-2022 - C6 submitted FSI Level 1 and DGI application and supporting documentation to NJ DFS for C12.

12-1-2022 C8 met with Don Ruprecht of JIFF.

Disposal List

Officially,

Captains

Paul DeLeo

Rich Fritsch

Evan Douglas

Anthony Terebetsky

Pre-Planning Captain's Report

- Obtained new overhead maps of hydrants within District from Middlesex Water Company. Replaced old ones in Watch Room on 11-8-2022.
- On 11-15-2022, C12 & C13 attended online meeting with Bruce Wolfgram from Tyler Technology regarding startup of Pre-Plan software for tablets.
- Obtained site map for Essex Coatings + Finishing, 135 Essex Ave E, Avenel.
- Prepared information on Excel spreadsheet for Tyler Technology (MobileEyes) pre-plan software, as required by vendor.

- Began updating listing of multi-family dwellings in District.

Respectfully submitted,

Captain Anthony S. Terebetsky

CHIEF REPORT DECEMBER MEETING

TOTAL CALLS FOR THE MONTH OF NOVEMBER WAS 21 CALLS IT BRINGS OUR TOTAL CALLS FOR THE YEAR TO 331 CALLS

- 11 FIRE ALARM
- 3 MVA
- 1 AUTO AID INTO DISTRICT #1
- 1 MUTUAL AID
- 2 VEHICLE FIRES
- 1 SILENT ALARM
- 1 BRUSH FIRE
- 1 GAS ODER

TREE LIGHTING WAS A GOOD TURN OUT

LIGHT PARADE WENT WELL

BOARD OF FIRE COMMISSIONERS DISTRICT NO. 2

BILL LIST

November 8 through December 5, 2022

12/01/22

Date	Num	Name	Memo	Amount
Northfield - Voucher				
11/08/2022	2830	AIRTEC SERVICE INC	Heat Start Up	-375.00
11/08/2022	2831	Approved Fire Protection Co	Fire Extinguisher Recharged	-117.85
11/08/2022	2832	B. Safe, Inc.	Annual Fire Alarm Monitoring Fee	-159.94
11/08/2022	2833	PORT READING FIRE CO #1	Stipend Funds-Jerseys,Refreshments,Annual Report, ...	-4,631.85
11/08/2022	2834	VERIZON WIRELESS	742492817-00001/Cell Phone	-80.02
11/08/2022	2835	Witmer Public Safety Group	Small Wedges, Streamlight LED & Fire Hooks	-974.83
11/22/2022	ONLINE	Comcast of New Jersey	Account #8499 05 340 0759643-Phone/Internet/TV	-1,713.94
12/05/2022	TEPS	New Jersey State Health Be...	Health & Prescription Benefits Retired 12/01/2022 - 12/...	-3,136.99
12/05/2022	TEPS	New Jersey State Health Be...	Health & Prescription Benefits 12/01/2022 - 12/31/2022	-13,013.49
12/05/2022	2836	Abilitees Unlimited Inc	(30) Bayside T-Shirts	-553.00
12/05/2022	2837	Approved Fire Protection Co	Gas Meter Calibration - Shortage Due on IN00074933	-311.02
12/05/2022	2838	BOARD OF FIRE COMMISS...	DEPOSIT - NEW ENGINE RESERVE	-20,000.00
12/05/2022	2839	Brian A Bontempo	Monthly Fee - December 2022	-834.14
12/05/2022	2840	COASTAL REFRIGERATIO...	Refrigerator Repaired	-440.66
12/05/2022	2841	DANNY'S AUTOMOTIVE C...	2006 Ford F25-Anti Lock System Repaired 2-3-4	-573.32
12/05/2022	2842	Fords Fire District #7	Dispatch Service - November 2022 & December 2022	-11,950.50
12/05/2022	2843	Home Depot Credit Services	Account #6035 3225 4098 2968 Supplies	-260.82
12/05/2022	2844	Home News Tribune	Account #ASB-099468 Notice - Special Meeting - Budg...	-16.34
12/05/2022	2845	Jessica Rizitis	Website Maintenance - December 2022	-207.75
12/05/2022	2846	JOINT BOARD OF FIRE CO...	2022 Annual Fee	-6,000.00
12/05/2022	2847	LIFE INSURANCE COMPA...	GL 009906-000-000 LIFE INSURANCE - 12/17/2022-0...	-893.20
12/05/2022	2848	Maria Bucsanszky, E.A	Monthly Fee - December 2022	-2,653.00
12/05/2022	2849	MIDDLESEX COUNTY FIRE...	Course: 3 Hour Drill -Taxpayer Burn Building 10/27/2022	-289.00
12/05/2022	2850	MIDDLESEX WATER COM...	Acct # 3046515564-Hydrant Service November 2022	-13,708.30
12/05/2022	2851	NAPA Auto Parts of Colonia	Supplies-Absorbnt	-148.68
12/05/2022	2852	THE HARTFORD GROUP B...	Life Ins Customer#011215320001-2/Pol#734229 -12/01...	-334.80
12/05/2022	2853	WEST MARINE PRO	C/S #487577 - Marlinspike Serrated Knife	-26.99
12/05/2022	2854	WETSCAPE	Winterized System	-99.00
12/05/2022	2855	Witmer Public Safety Group	Acct#W00TWP1 - Carbide Chain, Streamlight Survivors	-579.77
12/05/2022	2856	Woodbridge Fire District #1	Reimbursement - Vision & Dental Coverage - Decembe...	-2,059.60
12/05/2022	2857	Maria Bucsanszky, E.A	2022 LOSAP Administration Fee	-1,000.00
12/05/2022	2858	PORT READING FIRE CO #1	Stipend Funds-Refreshments, Charity, Vol Christmas P...	-1,334.90
12/05/2022	2860	COASTAL REFRIGERATIO...	i25156 Cleaned Condenser Coil & Drain & i124871 Inst...	-683.27
Total Northfield - Voucher				-89,161.97
TOTAL				-89,161.97

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	
H-01-01/Social Security	\$ 5,000.00	G-01-R Overtime	\$ 15,000.00
H-01-07/Life Insurance	5,000.00	H-24-03/Utilities-Telephone	<u>1,000.00</u>
H-05-01/Insurance Package	5,000.00		
H-10-06/Community Information	250.00		
H-18-02/NJ State Fire Assoc	<u>750.00</u>		
TOTAL	\$ <u>16,000.00</u>	TOTAL	\$ <u>16,000.00</u>

MOTION to accept resolution made by Comm. WEBER, seconded by Comm. CINELLI, all in favor.

Robert Santorelli, President	✓ Yes ___ No
JoAnn Molnar, Vice Pres	✓ Yes ___ No
Stephen Weber, 2 nd V.P.	✓ Yes ___ No
Mark Cinelli, Treasurer	✓ Yes ___ No
Daniel Eagan, Secretary	✓ Yes ___ No

Adopted, December 5, 2022
Date

Daniel Eagan, Treasurer



2023 FIRE DISTRICT BUDGET RESOLUTION

Woodbridge Township FD No. 2

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

WHEREAS, the Annual Budget for Woodbridge Township FD No. 2 (the 'Fire District') for the fiscal year beginning January 1, 2023 and ending December 31, 2023 has been presented before the Board of Commissioners of the Fire District at its open public meeting of December 5, 2022; and

WHEREAS, the budget as introduced 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 introduced reflects Total Revenues of \$3,320,507.41 which includes an amount to be raised by taxation of \$3,264,296.41 and Total Appropriations of \$3,320,507.41; and

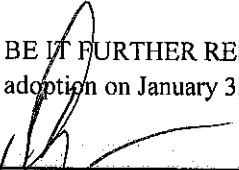
WHEREAS, the amount to be raised by taxation to support the district budget shall be the amount to be certified to the assessor of the municipality to be assessed against the taxable property in the district, pursuant to N.J.S.A. 40A:14-79. Such amount shall be equal to the amount of the total appropriations set forth in the budget minus the total amount surplus and miscellaneous revenues set forth in the budget; and

WHEREAS, in calculating the amount to be raised by taxation, the Fire District has taken into account the assessed valuation of taxable property in the Fire District;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District, at an open public meeting held on December 5, 2022 that the Annual Budget, including all related schedules, of the Fire District for the fiscal year beginning January 1, 2023 and ending December 31, 2023 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the Fire District's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Fire District will consider the Annual Budget for adoption on January 3, 2023.



 (Secretary's Signature)

12/5/2022
 (Date)

Board of Commissioners Recorded Vote

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

RESOLUTION

BOARD OF FIRE COMMISSIONERS

FIRE DISTRICT NO. 2

WHEREAS, NJS 40A: 14-78.17 provides that where any contract, commitment or payments are to be made prior to the adoption of the budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided; and

WHEREAS, the date of this resolution is prior to January 15, 2023; and

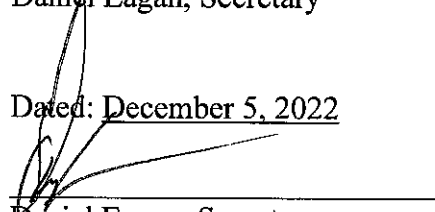
WHEREAS, the total appropriations on the 2022 budget exclusive of any appropriations made for interest and debt redemption charges and capital improvements, is the sum of \$3,539,185; and

WHEREAS, fourteen percent of the total appropriations in the 2022 budget, exclusive of any appropriations made for interest and debt redemption charges and capital improvement fund in said 2022 budget is the sum of \$ 495,486.;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Fire Commissioners of the Township of Woodbridge, Fire District No. 2, that the temporary 2023 budget be approved in the amount of \$ 495,486.

ROLL CALL VOTE:	YES	NO	ABSENT
-----	-----	-----	-----
Robert Santorelli, President	✓		
JoAnn Molnar, Vice President	✓		
Stephen Weber, 2 nd Vice-Pres	✓		
Mark Cinelli, Treasurer	✓		
Daniel Eagan, Secretary	✓		

Dated: December 5, 2022



Daniel Eagan, Secretary

RESOLUTION 2022-12-5

Board approval of Elected Commissioner Compensation
2023 Salary Guide (January – December)

WHEREAS the Fire Commissioners of Fire District No. #2 of the Township of Woodbridge establishes annual compensation for its fire district Commissioners pursuant to N.J.S.A. 40A:14-88; and

NOW, THEREFORE, BE IT RESOLVED by the Fire Commissioners of Fire District No. #2 of the Township of Woodbridge hereby approve the 2023 Commissioners compensation in compliance of the 2023 District budget requirements as follows:

President \$10,000;

1st Vice President \$10,000.;

2nd Vice President \$10,000.;

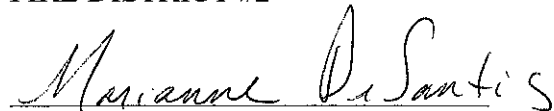
Secretary \$10,000.;

Treasurer \$10,000.;

BE IT FURTHER RESOLVED, that the above salaries shall take effect on January 1, 2023; and

BE IT FURTHER RESOLVED, that the Board shall re-evaluate the salary structure adjusting as appropriate and approve of same annually as per N.J.S.A. 40A:14-88.

BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #2



Marianne DeSantis, Clerk

ADOPTED: December 5, 2022