

**PORT READING BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 2
PORT READING, NJ 07064
January 3, 2022**

The Board Accountant read the "Open Meeting Act" requirements. The Port Reading Board of Fire Commissioners Monthly Public Meeting of January 3, 2022 was called to order by Commissioner Santorelli at 7:00 pm. 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 December 6, 2021 meeting were reviewed.

MOTION made by Comm. Molnar to accept the December 6, 2021 minutes, seconded by Comm. Weber. All in favor 5-0.

TREASURER'S REPORT:

Balance	\$	1,617,594.14
Deposits	\$	2,087.25
Interest	\$	98.06
Payroll	\$	(96,290.04)
Payroll Tax/Adjustments	\$	965.99
Disbursements for the Month	\$	<u>(128,905.52)</u>
Ending Balance	\$	1,395,549.88

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

BILLS TO BE PAID: \$ 128,905.52

Comm. Weber inquired about an additional add on bill, which Board Accountant Bucsanszky stated was the bill we received late last year for the JIF insurance first installment in the amount of \$22,289.00.

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

TAXPAYER COMMENTS:

MOTION made by Comm. Molnar to open the meeting to the public for questions regarding the Proposed 2022 Budget, seconded by Comm. Weber. All in favor 5-0.

There were no questions from the public regarding the Proposed 2022 Budget.

MOTION to close the public portion of the meeting was made by Comm. Eagan, seconded by Comm. Weber. All in favor 5-0.

The Board Clerk read the 2022 Adopted Budget Resolution.

MOTION to approve the 2022 Adopted Budget Resolution, which includes a proposed public referendum in the amount of \$800,000 in excess of the allowable amount to be raised by taxation and reflects total revenues of \$3,614,558.92 which includes amount to be raised by taxation of \$3,237,973.00 and total appropriations of \$3,614,558.92.

ROLL CALL VOTE:

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

The Board Clerk read the Temporary 2022 Budget Resolution.

MOTION to approve the Temporary 2022 Budget Resolution, whereas the total appropriations on the 2021 budget exclusive of any appropriations made for interest and debt redemption charges and capital improvements, is the sum of \$2,401,445 and whereas fourteen percent of the total appropriations in the 2021 budget, exclusive of any appropriations made for interest and debt redemption charges and capital improvement fund in said 2021 budget is the sum of \$336,202.

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 authorize Budget transfers.

MOTION made by Comm. Molnar to accept the Resolution authorizing transfers from budget line items with excesses to be authorized to budget line items with insufficient funds totaling \$31,201.00 seconded by Comm. Weber. All in favor 5-0.

ROLL CALL VOTE:

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

CHIEF'S REPORT:

There was no Chief's report.

CAPTAIN'S REPORT:

The Captain's report was reviewed.

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

FIRE OFFICIAL REPORT:

There was no Fire Official's Report.

TAXPAYERS COMMENTS:

There were no comments from the public.

UNFINISHED BUSINESS:

MOTION made by Comm. Molnar to extend the certification of the Captains List an additional 30 days, seconded by Comm. Weber. All in favor 5-0.

Comm, Santorelli requested that Board Accountant Bucsanszky file the extension tomorrow.

NEW BUSINESS:

There was no new business.

MOTION made by Comm. Weber to enter Executive Session at 7:15 pm, seconded by Comm. Molnar. All in favor 5-0.

MOTION out of Executive Session at 7:32 pm.

EXECUTIVE SESSION:

Matters discussed during Executive Session was a personnel issue.

Comm. Santorelli inquired about the status of the negotiations. Comm. Molnar reported that they are waiting on the election, however they are very close and will meet prior to the election, with the only outstanding item being salary.

MOTION to adjourn meeting at 7:34 pm made by Comm. Eagan, seconded by Comm. Molnar.
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

January 3, 2022

Treasurer's Report

BEGINNING BALANCE	\$ 1,617,594.14
Deposits	2,087.25
Interest	98.06
Payroll	(96,290.04)
Payroll Tax/Adjustments/Transfers	965.99
Disbursements for the Month	<u>(128,905.52)</u>
ENDING BALANCE	\$ 1,395,549.88

BOARD OF FIRE COMMISSIONERS DISTRICT NO. 2

BILL LIST

December 7, 2021 through January 3, 2022

12/28/21

Date	Num	Name	Memo	Amount
Northfield - Voucher				
12/07/2021	2453	Bart & Bart CPAs	2020 Audit Report Preparation	-5,600.00
12/07/2021	2454	FRANCIS CAMPBELL	E-mail Hosting/Support -December 2021	-216.00
01/03/2022	2455	Brian A Bontempo	Monthly Fee - January 2022	-833.26
01/03/2022	2456	Central Jersey Joint Insuran...	Liability & Workers Comp Insurance - 1st Installment	-22,289.00
01/03/2022	2457	Comcast of New Jersey	Account #8499 05 340 0759643-Phone/Internet/TV	-531.00
01/03/2022	2458	Deluxe	Customer #000044-532500- 500 Voucher Checks	-359.49
01/03/2022	2459	EHRlich	Commercial Pest General Maintenance Service - Cust#...	-150.00
01/03/2022	2460	Elizabethtown Gas	Account # 2202559020 - Firehouse 10/22/2021-11/20/...	-198.48
01/03/2022	2461	FIRETEX	Fire System Inspection	-220.00
01/03/2022	2462	Fizer Plumbing & Heating, L...	ReReplaced 2 Bathroom Taps in First Floor Restroom	-240.00
01/03/2022	2463	Fords Fire District #7	Dispatch Service - December 2021	-5,858.09
01/03/2022	2464	Government Leasing & Fina...	Cont# 077-0000167-000 - Fire Truck Payment	-51,873.81
01/03/2022	2465	Home Depot Credit Services	Account #6035 3225 4098 2968 Supplies	-560.34
01/03/2022	2466	Home News Tribune	Account #ASB-099468 Notice - Meeting to Introduce 20...	-13.76
01/03/2022	2467	Jessica Rizitis	Website Maintenance - January 2022	-207.75
01/03/2022	2468	LIFE INSURANCE COMPA...	GL 009906-000-000 LIFE INSURANCE - 01/17/2022 - ...	-781.55
01/03/2022	2469	Maria Bucsanszky, E.A	Monthly Fee - January 2022	-2,653.00
01/03/2022	2470	Michael DiLeo	ReImbursement - TV	-384.57
01/03/2022	2471	MIDDLESEX WATER CO	ACCOUNT #2060200000 - Water Bill 08/25/2021-11/23...	-1,001.15
01/03/2022	2472	NAPA Auto Parts of Colonia	Supplies	-100.38
01/03/2022	2473	NEW JERSEY FIRE EQUIP...	Repair of Scott Air-Pak	-91.33
01/03/2022	2474	Nittl's Hood Cleaning	Cleaned Hood, Duct, Fan & Filters	-400.00
01/03/2022	2475	PSE&G	ELECTRIC BILL-Summary Account #1301219207	-1,161.96
01/03/2022	2476	Stone Mountain Printing	100 Incident Report Forms	-55.50
01/03/2022	2477	Witmer Public Safety Group	A/C# WOOWP1 - Streamlight Survivor Alkaline	-80.98
01/03/2022	2478	Woodbridge Fire District #1	Reimbursement Dental & Vision Benefits - January 2022	-1,984.47
01/03/2022	2479	Home News Tribune	Account #ASB-099468 Notice - Election - February 19, ...	-25.80
01/03/2022	2480	MIDDLESEX WATER COM...	Acct # 3046515564-Hydrant Service December 2021	-13,147.98
01/03/2022	2481	NAPA Auto Parts of Colonia	Supplies	-149.88
01/03/2022	TEPS	New Jersey State Health Be...	Health & Prescription Benefits Actuve 01/01/2022 - 01/3...	-14,927.49
01/03/2022	TEPS	New Jersey State Health Be...	Health & Prescription Benefits Retired 01/01/2022 - 01/...	-2,698.50
01/03/2022	2483	POSTMASTER	2 Rolls of Stamps	-110.00
Total Northfield - Voucher				-128,905.52
TOTAL				-128,905.52

2022 ADOPTED BUDGET RESOLUTION

Woodbridge Township FD No. 2

FISCAL YEAR: January 1, 2022 to December 31, 2022

WHEREAS, the Annual Budget for the Woodbridge Township FD No. 2 (the 'Fire District') for the fiscal year beginning January 1, 2022 and ending December 31, 2022 has been presented for adoption before the Board of Commissioners of the Fire District at its open public meeting of January 3, 2022; 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 includes a proposed public referendum in the amount of \$800,000.00 in excess of the allowable amount to be raised by taxation; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$3,614,558.92 which includes amount to be raised by taxation of \$3,237,973.00, and Total Appropriations of \$3,614,558.92; 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, 2022 that the Annual Budget of the Fire District for the fiscal year beginning January 1, 2022 and ending December 31, 2022 is hereby adopted and, shall constitute appropriations for the purposes stated and authorization of Total Revenues of \$3,614,558.92, which includes amount to be raised by taxation of \$3,237,973.00, and Total Appropriations of \$3,614,558.92; 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.

Eagan. D @ PRFD02.009
(Secretary's Signature).

12/6/21
(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			

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, 2022; and

WHEREAS, the total appropriations on the 2021 budget exclusive of any appropriations made for interest and debt redemption charges and capital improvements, is the sum of \$2,401,445; and

WHEREAS, fourteen percent of the total appropriations in the 2021 budget, exclusive of any appropriations made for interest and debt redemption charges and capital improvement fund in said 2021 budget is the sum of \$ 336,202.;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Fire Commissioners of the Township of Woodbridge, Fire District No. 2, that the temporary 2022 budget be approved in the amount of \$ 336,202.

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

Dated: January 3, 2022

Daniel Eagan, Secretary

RESOLUTION
BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 2

WHEREAS, the Treasurer of Fire District No. 2 reports that certain 2021 budget appropriations have insufficient balances to meet the 2021 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	\$ 10,000.00	G-01-C Captain	\$ 1.00
H-01-01/Social Security	2,000.00	G-1-R Overtime	30,000.00
H-01-02/Unemployment	2,000.00	H-24-03/Utilities-Telephone	400.00
H-01-07/Life Insurance	3,200.00	H-24-04/Utilities-Water	<u>800.00</u>
H-01-09/Medical/Physical	300.00		
H-03-01/Fire Hydrant	1,700.00		
H-05-01/Insurance Package	451.00		
H-10-05/Legal	2,200.00		
H-16-01/Elections	500.00		
H-19-01/Training	2,000.00		
H-21-01/Dress/Uniforms	500.00		
H-24-01/Utilities-Electric	1,000.00		
H-24-05/Utilities-Gas	1,200.00		
H-24-06/Sewer	650.00		
H-25-01/Office Supplies	500.00		
H-26-5A/Marine 2-3-8	2,000.00		
H-26-06/Fuel for Vehicles	<u>1,000.00</u>		
TOTAL	\$ <u>31,201.00</u>	TOTAL	\$ <u>31,201.00</u>

MOTION to accept resolution made by Comm. Mol, seconded by Comm. Weber
all in favor.

Robert Santorelli, President	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
JoAnn Molnar, Vice Pres	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Stephen Weber, 2 nd 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 checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No

Adopted, January 3, 2022
Date

Daniel Eagan, Treasurer _____

Port Reading Fire Department



Captain's Report – December 2, 2021 - December 29, 2021

Engine 2-1

12-7-2021 - ODP found breaker #3 tripped in electrical panel.

12-9-2021 – 248 attempted to find fault in tripped breaker for L1 receptacle. Unable to diagnose.

12-13-2021 – Washed and washed bay floor underneath.

12-20-2021 - Washing suspended due to freezing weather conditions

12-29-2021 ODP sanitized interior with GS-200.

- Spoke to Sal/Absolute regarding the tripped breaker issue and they will have a tech look at it. The breaker controls the outlet located in the appliance compartment and is not affecting any operations. They are also waiting on the AXIS system to install.

Engine 2-2

12-2-2021 Washed by ODP.

12-9-2021 Washed by ODP.

12-15-2021 – C11 met with insurance agent for photographs on the damage to the front of 2-2. He will advise us if they need any more information.

12-29-2021 ODP sanitized interior with GS-200.

Engine 2-3

12-14-2021 Fluids checked, Bay and engine washed by ODP.

12-22-2021 1045 Campbell Picked up apparatus for repairs. OOS.

Support Pick-up 2-3-4

12-2-2021 Fluids checked.

Driver's side rear strobe / flash out.

12-6-2021 Found PA in on position.

12-13-2021 1500 2411 used to pick up donated exercise equipment.

12-29-2021 ODP sanitized interior with GS-200.

Fire Company vehicle 2-3-5

Support Unit 2-3-6

12-2-2021 Check by ODP. No problems / issues found.

12-6-2021 Check by ODP. No problems / issues found.

12-13-2021 Checked by ODP and driven. No Issues.

12-29-2021 ODP sanitized interior with GS-200.

Fire Prevention vehicle 2-3-7

Marine 2-3-8

Ambassador 1000 by 6000 GPM Hydro Chem/Foam Trailers

LDH Box Trailers, Open Trailer & Decontamination Trailer

12-13-2021 – ODP removed sled temporarily to use for donated exercise equipment pick up.

Equipment

12-3-2021 - Started and ran NorthStar pumps, no issues A/T/T. All vehicle insurance cards expire on 12-31-2021.

12-5-2021 - 2-1, 2-3-5 & 2-3-7 participated in Twp. Holiday Parade.

12-20-2021 – Vent chain saw not starting on Engine 2-1. Taken out of service and switched with Engine 2-2 vent chain saw. Captain Douglas advised.

12-24-2021 – Vent saw for 2-1 fixed and back in operation.

12-29-2021 Ran NorthStar pumps.

- Submitted Assistance to Firefighters Grant for SCBA/PPE per the request of Commissioner Weber

Buildings and Grounds

12-2-2021 Recyclable can put out.

1045 Rep from Red Oaks dropped off paperwork for our Fire Inspector. Placed on desk in his office.

1053 Fizer Plumbing here to fix upstairs men's room sink.

Compressor drained.

12-6-2021 Silent Companion here conducting annual test.

1108 PSEG here reading meter.

12-7-2021 - Lowered US flag for Pearl Harbor Remembrance Day. Posted legal notices as requested.

12-9-2021 – 0800 ODP moved remaining holiday adornments into small shed and moved plow and spreader into apparatus bays for the season.

0930 ODP repositioned exercise equipment in weight room in preparation to receive donated universal equipment.

1105-1300 NHC Commercial Kitchen cleaning here cleaning hood system.

Recyclable can out

12-10-2021 1220 Township here to work on FA Rig. Squad ODP handled.

1252 Oxygen delivery, Squad ODP handled.

1850 Fords Fire Company picked up Santa's Sled.

12-13-2021 – 1000 – ODP, PRFAS Treasurer and C12 organized and packaged toy donation for December 14th delivery.

1030 – Airpower Int. performed air quality test. Technician raised PSI limit to 5350 as requested. Reported inaccurate gauge on compressor unit. They will be ordering and replacing when available.

1145 – Firetex here providing Semi-annual kitchen hood inspection. Invoice placed in accountants folder. Test report left for C8.

1445 ODP filled three (3) SCBA cylinders for Woodbridge Fire District #1.

1615 2410, 2411, 2412 and ODP brought in and assembled donated exercise equipment in weight room.

12-14-2021 1125 UPS delivery for squad, 1 medium box. Squad ODP out of building, placed in squad office on desk.

12-20-2021 C6 ordered 12 bags of Speedy dry from NAPA. Received delivery at 1135.

1900 Chief of the VFC meeting with prospective new Volunteer FF.

12-25-2021 C6 ordered toilet tissue from Home Depot. 6 Left in stock.

C6 ordered new desk calendars for Watchroom and Captains' office from staples.
Also, ordered bottled water for Engines.

12-26-2021 0723 Incident report sent via email of an injury to the Board of Fire Commissioners and the Districts OSHA / Right to Know Coordinator.

12-29-2021 1056 UPS delivery from Staples of desk calendars and water.

1111 Voucher dropped off by Danny of Danny's Automotive, placed in Maria's folder.

Received a phone call from commissioner Molnar that there was a lighting issue reported to her regarding the tree lights on Port Reading Ave. ODP found that the GFI was tripped outside where the Christmas tree / lights were plugged in, reset by ODP now operating correctly.

Fuel

12-5-2021 - Engine 2-1 → 20.000 gallons

12-15-2021 - Engine 2-1 → 26.000 gallons

12-23-2021 - Unit 2-3-4 → 17.003 gallons

Training

12-9-2021 – C6 Contacted returning VFF#125 and scheduled required refresher training for 1800.

1800 Refresher training provided for VFF#125. Still needs fit testing and Respiratory medical evaluation.

1500 Received IMS-300 course completion certificate from the MCFA for CFF#2411.

12-18-2021 – 1000-1330 Monthly drill MVX training with IHT system on Engine 2-1. Motor Vehicle Extrication Lecture provided to returning VFF#125. List of Extrication Certified personnel updated.

Disposal List

Officially,

Captains

Paul DeLeo

Rich Fritzsch

Evan Douglas

Anthony Terebetsky

Compliance Captain's Report

12-2-2021 Appointment made for annual Kitchen hood cleaning on 12/9.

Appointment made for semiannual Kitchen suppression service check on 12/13.

Appointment made for annual building fire alarm check on 12/6.

Respectfully submitted,

Captain Richard J. Fritzsch

Pre-Planning Captain's Report

- Checked on-going work at Grover Cleveland Service Plaza, Sewaren and sent update to all members on 12-7-2021.

Respectfully submitted,

Captain Anthony S. Terebetsky