

**PORT READING BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT NO. 2  
PORT READING, NJ 07064  
January 2, 2024**

The Board Clerk read the "Open Meeting Act" requirements. The Port Reading Board of Fire Commissioners Monthly Public Meeting of January 2, 2024 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.

MOTION made by Comm. Eagan to open the public session to introduce the 2024 Budget, seconded by Comm. Molnar. All in favor 5-0.

**TAXPAYER COMMENTS:**

Joe Zullo from Port Reading wished everyone a Happy New Year.

There were no comments from the public regarding the 2024 Budget.

MOTION made by Comm. Eagan to close the public session, seconded by Comm. Molnar. All in favor 5-0.

The Board Clerk read the 2024 Adopted Budget Resolution.

**ROLL CALL VOTE:**

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

Minutes of the December 4, 2023 meeting were reviewed.

MOTION made by Comm. Weber to accept the December 4, 2023 minutes, seconded by Comm. Eagan. All in favor 5-0.

The Board Clerk read the Resolution regarding the 2023 Budget, transferring line items with excesses to be authorized to budget line items with insufficient balances in the amount of \$43,500.

MOTION made by Comm. Weber to accept the Resolution regarding the 2023 Budget, transferring line items with excesses to be authorized to budget blind items with insufficient balances in the amount of \$43,500, seconded by Comm. Molnar. All in favor 5-0.

**ROLL CALL VOTE:**

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

**TREASURER'S REPORT:**

Balance	\$	3,256,003.84
Deposits	\$	16,427.46
Interest	\$	2,792.57
Payroll	\$	( 142,595.45)
Payroll Tax/Adjustments	\$	10,040.78
Disbursements for the Month	\$	<u>(206,196.54)</u>
Ending Balance	\$	2,936,472.66

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

**BILLS TO BE PAID:** \$ 206,196.54

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

**CAPTAIN'S REPORT:**

The Captain's Report was submitted and reviewed.

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

**TAXPAYER COMMENTS:**

There were no comments from the public.

**UNFINISHED BUSINESS:**

Comm. Weber reported that the radios have been ordered and the order has been placed for the work uniforms pursuant to the contract, which will come out of last year's budget.

Comm. Weber reported that the engine committee has had one meeting to date and reports progress.

**NEW BUSINESS:**

Comm. Weber thanked the fire company and career staff for a very productive 2023 as well as the public relations events that went very well.

**FIRE OFFICIALS REPORT:**

The Fire Official report was submitted with a thank you letter attached for the 2023 support.

MOTION was made by Comm. Weber to accept the Fire Official Report, seconded by Comm. Cinelli. All in favor 5-0.

Motion was made by Comm. Weber to go into Executive Session at 6:09 pm, seconded by Comm. Eagan. All in favor 5-0.

MOTION out of Executive Session at 6:30 pm.

**EXECUTIVE SESSION:**

Matters discussed during Executive Session were personnel issues.

MOTION to adjourn meeting made by Comm. Weber at 6:31 pm, 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**

January 2, 2024

Treasurer's Report

BEGINNING BALANCE	\$ 3,256,003.84
Deposits	16,427.46
Interest	2,792.57
Payroll	( 142,595.45)
Payroll Tax/Adjustments/Transfers	10,040.78
Disbursements for the Month	<u>( 206,196.54)</u>
 ENDING BALANCE	 \$ 2,936,472.66

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

**BILL LIST**

December 5, 2023 through January 2, 2024

12/29/23

Date	Num	Name	Memo	Amount
<b>Northfield - Voucher</b>				
12/07/2023	3235	Woodbridge Twp Board of E...	USED STORAGE CONTAINER TRAILER	-450.00
01/02/2024	3236	AIRTEC SERVICE INC	Inspection Port Reading Firehouse	-375.00
01/02/2024	3237	Aquila Landscape Contractors	Fall Leaf Clean Up	-1,200.00
01/02/2024	3238	EHRlich	Pest Control September & October 2023	-183.70
01/02/2024	3239	Elizabethtown Gas	Account # 2202559020 - Firehouse 10/24/2023 - 11/27...	-426.40
01/02/2024	3240	ESI Equipment Inc	Service Agreement 3/1/2024-2/28/2025	-1,475.00
01/02/2024	3241	Gannett NY/NJ LocalIQ (HO...	Acct#1120460 Public Notice of 2024 Regular Meetings	-16.38
01/02/2024	3242	GRAINGER	A/C# 887690728 (3) Medium Screws	-93.00
01/02/2024	3243	Home Depot Credit Services	Account #6035 3225 4098 2968 Supplies	-434.62
01/02/2024	3244	JoAnn Molnar	Reimbursement - Popcorn For Tree Lighting	-62.01
01/02/2024	3245	Kraese Repairs LLC	Pump Repair	-154.38
01/02/2024	3246	Maria Bucsanszky, E.A	2023 LOSAP ADMINISTRATION	-1,000.00
01/02/2024	3247	MIDDLESEX WATER COM...	Acct # 3046515564-Hydrant Service December 2023	-13,717.61
01/02/2024	3248	NEW JERSEY FIRE EQUIP...	Seat Kit & Repair Kit	-365.00
01/02/2024	3249	Gannett NY/NJ LocalIQ (HO...	Acct#1120460 Public Notice - Fire Election 2/17/2024	-16.38
01/02/2024	3250	MIDDLESEX WATER CO	ACCOUNT #2060200000 - Water Bill 08/24/2023 - 11/...	-762.94
01/02/2024	3251	NEW JERSEY FIRE EQUIP...	Task Force Tips	-4,680.00
01/02/2024	3252	Brian A Bontempo	Monthly Fee - January 2024	-884.00
01/02/2024	3253	Central Jersey Joint Insuran...	Liability & Workers Comp Insurance - 1st Installment 20...	-29,073.00
01/02/2024	3254	Fords Fire District #7	Dispatch Service - January 2024	-6,247.08
01/02/2024	3255	Gannett NY/NJ LocalIQ (HO...	Acct#1120460 Public Notice - 2024 Budget Public Heari...	-11.70
01/02/2024	3256	Government Leasing & Fina...	Cont#077-0000167-00 Fire Truck Payment	-51,873.81
01/02/2024	3257	Jessica Rizitis	Website Maintenance - January 2024	-211.88
01/02/2024	3258	LIFE INSURANCE COMPA...	GL 009906-000-000 LIFE INSURANCE - 01/17/2024-02...	-893.20
01/02/2024	3259	Maria Bucsanszky, E.A	Monthly Fee January 2024	-2,916.67
01/02/2024	3260	NEW JERSEY FIRE EQUIP...	4 - Air-Pak X3 Pro SCBA	-37,364.40
01/02/2024	3261	NEW JERSEY FIRE EQUIP...	Air-Pak X3 Pro SCBA	-18,682.20
01/02/2024	3262	Woodbridge Fire District #1	Reimbursement - Vision & Dental Coverage -January 2...	-2,135.72
01/02/2024	3263	NEW JERSEY FIRE EQUIP...	Repaired SCBA Cylinder	-107.21
01/02/2024	3264	NEW JERSEY FIRE EQUIP...	23- Flow/POSI Test of Scott SCBA	-1,112.58
01/02/2024	3265	NEW JERSEY FIRE EQUIP...	10-Hydro Test of SBA Cylinder	-306.00
01/02/2024	TEPS	New Jersey State Health Be...	Health & Prescription Benefits - Active 01/01/2024 - 01/...	-18,206.91
01/02/2024	TEPS	New Jersey State Health Be...	Health Benefits - Retirees 01/01/2024 - 01/31/2024	-3,754.96
01/02/2024	3267	Maria Bucsanszky, E.A	Reimbursement - Priority Overnight Express Mail (New ...	-28.75
01/02/2024	3268	Comcast of New Jersey	Account #8499 05 340 0759643-Phone/Internet/TV/	-608.74
01/02/2024	3269	Cooper Electric Supply Corp	Acct#68966 - PM Contract	-41.49
01/02/2024	3270	NAPA Auto Parts of Colonia	Supplies - Brake Controller	-209.99
01/02/2024	3271	Nitti's Hood Cleaning	Cleaned Hood, Duct, Fan & Filters	-400.00
01/02/2024	3272	PORT READING FIRE CO #1	2023 Stipend Funds-Light Parade/Officers/Toys for Tot...	-1,857.95
01/02/2024	3273	PSE&G	ELECTRIC BILL-Summary Account #1301219207	-1,792.87
01/02/2024	3274	Staples Business Advantage	Acct#NYC 1054611/Supplies	-20.97
01/02/2024	3275	Target Solutions Learning LLC	Target Solution Edition Membership & Maintenance Fee	-1,930.20
01/02/2024	3276	The Star Ledger (NJ ADVAN...	Acct# 1128795 - Public Notice-2024 Schedule of Regul...	-31.82
01/02/2024	3277	VERIZON WIRELESS	742492817-00001/Cell Phone	-80.02

Total Northfield - Voucher

-206,196.54

**TOTAL**

**-206,196.54**

12:44 PM

BOARD OF FIRE COMMISSIONERS DISTRICT NO. 2

01/02/24

ADD-ON BILLS

Accrual Basis

January 3, 2024

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<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<b>Northfield - Voucher</b>				
01/03/2024	3279	THE HARTFOR...	Life Ins Customer#011215320001-2/Pol#734229 -01/01/2...	-380.40
01/03/2024	3280	Bart & Bart CPAs	2024 Budget Prep	-1,800.00
Total Northfield - Voucher				-2,180.40
<b>TOTAL</b>				<b>-2,180.40</b>

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RESOLUTION  
BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT NO. 2

WHEREAS, the Treasurer of Fire District No. 2 reports that certain 2023 budget appropriations have insufficient balances to meet the 2023 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	\$ 37,500.00	G-01-C Captain	\$ 12,000.00
H-01-02/ Unemployment	2,000.00	G-01-R Overtime	20,000.00
H-01-07/Life Insurance	2,000.00	H-23-02/Fire Equipment	10,000.00
H-21-01/Dress/Work/Uniforms	<u>2,000.00</u>	H-23-04/Fire Equip Test	1,000.00
		H-26-02/Grounds Maintenance	<u>500.00</u>
 TOTAL	 \$ <u>43,500.00</u>	 TOTAL	 \$ <u>43,500.00</u>

**MOTION** to accept resolution made by Comm. SW, seconded by Comm. SM, 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 <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 checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No

Adopted, January 2, 2024

Date

Daniel Eagan, Treasurer



# 2024 ADOPTED BUDGET RESOLUTION

## Woodbridge Township FD No. 2

### FISCAL YEAR: January 1, 2024 to December 31, 2024

WHEREAS, the Annual Budget for the Woodbridge Township FD No. 2 (the 'Fire District') for the fiscal year beginning January 1, 2024 and ending December 31, 2024 has been presented for adoption before the Board of Commissioners of the Fire District at its open public meeting of January 2, 2024; 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 \$3,722,191.45 which includes amount to be raised by taxation of \$3,553,614.96, and Total Appropriations of \$3,722,191.45; 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 2, 2024 that the Annual Budget of the Fire District for the fiscal year beginning January 1, 2024 and ending December 31, 2024 is hereby adopted and, shall constitute appropriations for the purposes stated and authorization of Total Revenues of \$3,722,191.45, which includes amount to be raised by taxation of \$3,553,614.96, and Total Appropriations of \$3,722,191.45; 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@PRFDNJ02.ORG  
(Secretary's Signature)

1/2/2024  
(Date)

**Board of Commissioners Recorded Vote**

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



# Port Reading Fire Department

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## ***Captains' Report – November 29, 2023 – December 27, 2023***

### **Engine 2-1**

### **Engine 2-2**

12-26-2023 Absolute repaired problems with generator switch and door ajar light from drivers side center compartment.

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

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

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

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

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

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

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

12-11-2023 Received replacement wheel jack delivery. Installed by VFF's #125 & 128.

### **Equipment**

12-7-2023 C6 repaired shop light over workbench and remounted.

NJ Fire Equipment returned six (6) successfully hydrostatically tested SCBA cylinders.

C6 repaired snowblower wheel drive.

12-8-2023 Hopelawn Fire picked up Santa Sled

FireTex conducted inspection of hood system

NHC cleaned kitchen hood- semiannual.

ODP picked up hose trailer donated by Buckeye.

C11 submitted application to the state for the American Rescue Plan Firefighter Grant

12-19-2023 6 New APX 7000XE Motorola Radios ordered through William Johnson.

- Repairs for gear sent to Minerva Gear Services authorized.

12-26-2023 Received delivery of items for Hose Mule.

### **Building and Grounds**

12-4-2023 1800 Fire Company meeting in Hall

1900 Fire Commissioner's meeting in Hall.

12-6-2023 Airpower worked on Cascade.

Township conducted testing of the fire alarm system.

Filled 2 bottles for WFD.

12-7-2023 C6 constructed ramp for material handling in and out of large shed. Used spare materials available in small shed.

ODP loaded all ice melt and oil dry onto available pallets and removed from shed to get plow and snowblower out for the winter season.

ODP reloaded moved items into shed.

12-11-2023 VFF's 124 & 128 changed mansard spotlights in station to red and green for the holidays

12-13-2023 Storage Container delivered to Lee Street Lot. Will need to be adjusted.

12-15-2023 Woodbridge DPW adjusted Lee street storage container.

VFF#128 Broke dryer handle on washer/dryer. Temporarily repaired.

1730-2030 Santa ride around Port Reading.

12-19-2023 C11 attended meeting of NJ Regional Fireboat Taskforce from 1000-1200 at Certeret library.

12-27-2023 Firefighter candidate interviews from 0900-1100

### **Fuel**

12-16-2023 Engine 2-1 added 29.7 gallons of diesel at Station #1.

**Training**

12-7-2023 C6 sent email to staff for December drill to take place on December 14. Topic will be LDH hose loading with newly donated mule and hose trailer.

12-11-2023 Reviewed LDH hose loader and trailer operation with CFF #2411.

12-14-2023 1800-2000 Monthly Drill – Hose loader operations.

**Disposal List**

**Special Details**

Officially,

Captains

Paul DeLeo

Richard Fritsch

Evan Douglas

Anthony Terebetsky

Justin Holloway

**Pre-Planning Captain's Report**

- On 12-13-2023, submitted updated Mutual Aid Run Card to MAC-1 for the years 2024-2025.
- On 12-22-2023, submitted updated information to Brian Turcotte for the 2024 Township Fire Officers phone list.

Respectfully submitted,

Captain Anthony S. Terebetsky

# Chiefs report for JANUARY meeting

Total calls for the month of DECEMBER was:19 and brings our total calls for the year to:319

- 1 stand by
- 5 auto aid
- 3 co alarms
- 1 mutual aid
- 1 down wire
- 1 drill
- 1 special detail
- 1 med alarm
- 1 smoke call
- 2 mva
- 1 furnace fire
- 1 vehicle fire/smoke

## Past event

- 12/15 Santa ride around town AT 6:30 pm  
Went well thank you to all who attended

## Upcoming event

- 1/13/24 fire co christmas dinner at 6:30pm