

**TOWNSHIP OF MONROE**  
**Board of Fire Commissioners**  
**Fire District No. 2**  
**Minutes of the Reorganization and Regular Meetings**  
**Wednesday, March 14, 2018**

The Monroe Township Board of Fire Commissioners of District No. 2 met at the Monroe Township Fire District #2 & EMS building, 10 Halsey Reed Road, Monroe Township, New Jersey for an Agenda, Reorganization and Regular Meeting.

Chairman Martin called the meeting to order with a Salute to the Flag at 7:00 pm. Chairman Martin asked for a moment of silence for all firefighters, EMS, police and military, who have died in the performance of their duties.

**UPON ROLL CALL** made by Commissioner Jason Martin, the following members of the Monroe Township Board of Fire Commissioners of District No. 2 were present: Glenn Borsuk, Michael Frisch, Jason Martin, Robert McGee and Alan Tannenbaum.

**ALSO PRESENT:** Board Attorney Richard J. Shaklee, Esquire, and Val Cier, Recording Secretary. There were four career firefighter present with Chief Carbin.

There were no volunteer/support firefighters present.  
There were many members of the public present.

Chairman Martin announced that the meeting was being held in accordance with the Open Public Meeting Act, having been published newspaper, posted on the bulletin board of the Office of the Township Clerk, Fire District #2 website @ [www.station57.org](http://www.station57.org), and notices sent to those requesting such.

**INTRODUCTION OF NEWLY ELECTED COMMISSIONER**

Chairman Martin asked Board Attorney Shaklee to swear in the newly elected commissioner. Board Attorney Shaklee swore in the elected commissioner, Alan Tannenbaum.

**REORGANIZATION MEETING**

Chairman Martin asked for a nomination for the position of Chairman of the Board of Fire Commissioners of District 2. Nomination of Jason Martin by Commissioner Borsuk, second Commissioner McGee.

**UPON MOTION MADE** by Glenn Borsuk and seconded by Robert McGee, to close nominations for Chairman and adopt the Resolution appointing Jason Martin for the position of Chairman of the Board of Fire Commissioners of District No. 2.

**ROLL CALL:** Aye Borsuk  
Aye Frisch  
Aye Martin  
Aye McGee  
Aye Tannenbaum

Chairman Martin asked for the results of the election. Commissioner Martin announced the results of the election for the budget– 325 Yes; 114 No. Votes for elected commissioners Alan Tannenbaum was 246.

Chairman Martin asked for a nomination for the position of Vice Chairman of the Board of Fire Commissioners of District 2. Nomination of Glenn Borsuk by Commissioner Frisch, seconded by Commissioner McGee.

**UPON MOTION MADE** by Glenn Borsuk and seconded by Jason Martin, to close nominations for Vice Chairman and adopt the Resolution appointing Glenn Borsuk for the position of Vice Chairman of the Board of Fire Commissioners of District No. 2.

**ROLL CALL:** Aye Borsuk  
Aye Frisch  
Aye Martin  
Aye McGee  
Aye Tannenbaum

Chairman Martin asked for a nomination for the position of Secretary of the Board of Fire Commissioners of District 2. Nomination of Robert McGee by Commissioner Borsuk, seconded by Commissioner Frisch.

**UPON MOTION MADE** by Glenn Borsuk and seconded by Jason Martin, to close nominations for Secretary and adopt the Resolution appointing Robert McGee for the position of Secretary of the Board of Fire Commissioners of District No. 2.

**ROLL CALL:** Aye Borsuk  
Aye Frisch  
Aye Martin  
Aye McGee  
Aye Tannenbaum

Chairman Martin asked for a nomination for the position of Treasurer of the Board of Fire Commissioners of District 2. Nomination of Mike Frisch by Commissioner McGee, seconded by Commissioner Tannenbaum.

**UPON MOTION MADE** by Glenn Borsuk and seconded by Jason Martin, to close nominations for Treasurer and adopt the Resolution appointing Mike Frisch for the position of Treasurer of the Board of Fire Commissioners of District No. 2.

**ROLL CALL:** Aye Borsuk  
Aye Frisch  
Aye Martin  
Aye McGee  
Aye Tannenbaum

Chairman Martin asked for a nomination for the position of Assistant Secretary/Treasurer of the Board of Fire Commissioners of District 2. Nomination of Alan Tannenbaum by Commissioner Frisch, seconded by Commissioner Borsuk.

**UPON MOTION MADE** by Glenn Borsuk and seconded by Jason Martin, to close nominations for Assistant Secretary/Treasurer and adopt the Resolution appointing Alan Tannenbaum for the position of Assistant Secretary/Treasurer of the Board of Fire Commissioners of District No. 2.

**ROLL CALL:** Aye Borsuk  
Aye Frisch  
Aye Martin  
Aye McGee  
Aye Tannenbaum

Chairman Martin asked for a nomination for the position of Board Attorney. Nomination of Richard J. Shaklee, Esquire, of the firm McLaughlin, Stauffer & Shaklee, P.C. by Chairman Martin, seconded by Commissioner McGee.

**UPON MOTION MADE** by Glenn Borsuk and seconded by Jason Martin, Richard J. Shaklee, Esquire, of the firm McLaughlin, Stauffer & Shaklee, P.C. to close nominations for Board Attorney and adopt the Resolution appointing Richard Shaklee as Board Attorney for the term expiring 2019.

**ROLL CALL:** Aye Borsuk  
Aye Frisch  
Aye Martin  
Aye McGee  
Aye Tannenbaum

Chairman Martin asked for a nomination for the position of Recording Secretary. Nomination of Valerie Cier by Commissioner Borsuk, seconded by Commissioner Frisch.

**UPON MOTION MADE** by Glenn Borsuk and seconded by Jason Martin, to close nominations for Recording Secretary and adopt the Resolution appointing Valerie Cier as Recording Secretary of the Board of Fire Commissioners of Fire District No. 2 for a term expiring at the 2019 reorganization meeting.

**ROLL CALL:** Aye Borsuk  
Aye Frisch  
Aye Martin  
Aye McGee  
Aye Tannenbaum

Chairman Martin asked for a nomination for the position of Board Accountant/Auditor. Nomination of Furey and Company. P.C by Commissioner Frisch, seconded by Commissioner Tannenbaum.

**UPON MOTION MADE** by Glenn Borsuk and seconded by Robert McGee, to close nominations for Board Accountant/Auditor and adopt the Resolution appointing Furey and Company. P.C. as Board Accountant/Auditor for the Board of Fire Commissioners of District No. 2 for a term expiring at the 2019 reorganization meeting.

**ROLL CALL:** Aye Borsuk  
Aye Frisch  
Aye Martin  
Aye McGee  
Aye Tannenbaum

Board Attorney Shaklee stated reorganization agenda items numbered 32-58 can be done as a consent agenda, handled together as one motion.

**UPON MOTION MADE** by Jason Martin and seconded by Glenn Borsuk, Resolutions were adopted for the following:

- Resolution establishing the Cranbury Press, Home News and/or Star Ledger, as needed, as the official newspapers, of the Board of Fire Commissioners of District 2, expiring at the 2019 reorganization meeting.
- Resolution designating M&T Bank, in Monroe Township, and any other institution deemed necessary by the Treasurer, as the official depositories of monies and funds of the Board of

Fire Commissioners of District No. 2, expiring at the 2019 reorganization meeting; and the resolutions for the general and capital accounts.

- Resolution establishing compensation to remain the same as last year for members of the Board of Fire Commissioners of District No. 2, expiring at the 2019 reorganization meeting.
- Resolution was adopted authorizing the Board Treasurer to establish, close and maintain bank accounts for the Board of Fire Commissioners of District No. 2, expiring at the 2019 reorganization meeting.
- Resolution designating the polling location for the 2019 Annual Election.
- Resolution recognizing Applegarth Volunteer Engine Company No. 1, Inc. as supplement to paid fire fighters for Fire District No. 2, expiring at the 2019 reorganization meeting.
- Resolution establishing date, time and place of monthly meetings for Fire District No. 2, expiring at the 2019 reorganization meeting.
- Resolution designating signatures on the bond for Fire District No. 2, expiring at the 2019 reorganization meeting.
- Resolution for the compensation of Valerie Cier, Recording Secretary, for the term expiring 2019
- Resolution for the compensation of Board Attorney Richard Shaklee, of McLaughlin, Stauffer, & Shaklee P.C., for the term expiring 2019
- Resolution for the compensation of Board Accountant/Auditor, Furey and Company, P.C., to remain the same as last year, for the term expiring 2019
- Resolution for Board Treasurer/Assistant Board Treasurer make timely payments
- Resolution establishing fees for electronic copies
- Resolution requesting district taxes
- Resolution certifying amount of money voted at annual election to Monroe Township Tax Assessor

**ROLL CALL:** Aye Borsuk  
Aye Frisch  
Aye Martin  
Aye McGee  
Aye Tannenbaum

**UPON MOTION MADE** by Mike Frisch and seconded by Glenn Borsuk, Robert McGee was appointed liaison between the board and the paid department

**ROLL CALL:** Aye Borsuk  
Aye Frisch  
Aye Martin  
Aye McGee  
Aye Tannenbaum

**Chairman Martin announced the reorganization portion of the meeting has been completed and the regular meeting would continue.**

## MINUTES

Chairman Martin asked for a motion on the Minutes.

**UPON MOTION MADE** by Jason Martin and seconded by Glenn Borsuk, a motion was adopted to approve the minutes of the February 14, 2018 regular meeting, as amended.

**ROLL CALL:** Aye Borsuk  
Aye Frisch  
Aye Martin  
Aye McGee  
Aye Tannenbaum

## CLAIMS AGAINST THE BOARD & TREASURERS REPORT

Chairman Martin asked the board to review the claims against the board and for the treasurer's report.

Commissioner Frisch read the report:

General Operating Claims Total	\$104,067.49
Net Payroll Claims Total	\$ 83,136.14
Total Claims Against the Board	\$187,203.63
Period ending March 16, 2018	

### M&T Bank:

Undesignated Funds	\$925,212.99
Designated Funds	\$198,789.33
Total Balance	\$1,124,022.32

**UPON MOTION MADE** by Glenn Borsuk and seconded by Robert McGee, claims against the Monroe Township Board of Fire Commissioners of District No. 2 were approved in the amount of \$187,203.63.

**ROLL CALL:** Aye Borsuk  
Aye Frisch  
Aye Martin  
Aye McGee  
Aye Tannenbaum

## CORRESPONDENCE

Chairman Martin read a letter from Judy Olbrys, Director of Municipal Ambulance Service, written to Chief Carbin, thanking the department for their assistance with the funeral services of Lynn Goff.

Chairman Martin also read a proclamation from the board recognizing Commissioner Maurice Mahler for his years of service on the Monroe Township Fire District 2 Board of Fire Commissioners, and copy will be sent to Mr. Mahler.

## FIRE PREVENTION BUREAU REPORT

Chairman Martin asked for the Fire Prevention Report.

Chief Carbin reported on the following:

- Reviewed Incident Run Log
- Many calls during the storm was mutual aid to neighboring towns

- Annual Service being done on the vehicles
- 61 applications went out, 41 returned, 33 are eligible to take the test, 8 disqualified (age/improper credentials).
- March 28<sup>th</sup> is date of written exam at firehouse; third week of April for physical; first week of May for oral exam (2 commissioners/2 lieutenants/chief/1 firefighter for interview)
- Lt. Volkmann is back to work
- Moving forward with different paging system

## **APPLEGARTH VOLUNTEER FIRE COMPANY**

Chairman Martin asked if there was anything to report from the volunteers.

Commissioner Borsuk reported that one member is in firefighter training, and 2 top responders were volunteers that began last month.

## **MEETING OPEN TO THE BOARD**

Chairman Martin asked if the board had anything further to discuss.

Commissioner Frisch reported that the Chief attended at the Stonebridge Men's Club meeting. The Men's club also made a donation to volunteers. Chief Carbin informed the public that they are open to doing presentations to other organizations. The Men's club meeting was very well attended (104).

## **MEETING OPEN TO THE PUBLIC**

Chairman Martin opened the meeting to the public. Member of public asked if demo of fire extinguisher use could be done outside weather permitting next time, and the Chief agreed it could be done.

## **CLOSED SESSION**

Chairman Martin stated there was no need for an executive session.

## **ADJOURN**

Chairman Martin asked for a motion to adjourn.

**UPON MOTION MADE** by Glenn Borsuk and seconded by Robert McGee, the meeting was adjourned.

**ROLL CALL:** Aye Borsuk  
Aye Frisch  
Aye Martin  
Aye McGee  
Aye Tannenbaum

ROBERT MCGEE  
Board Secretary

JASON MARTIN  
Chairman

**NOTE: Appendixes can be obtained upon request from the Board Secretary.**  
PREPARED BY: Val Cier