

**TOWNSHIP OF MONROE**  
**Board of Fire Commissioners**  
**Fire District No. 2**  
**Minutes of the Regular Meeting**  
**Wednesday, January 9, 2019**

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 the Regular Meeting.

Chairman Martin called the meeting to order with a Salute to the Flag at 7:01 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 McGee, 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:** Attorney Richard Shaklee, Esquire. Val Cier, Recording Secretary, was not present.

There was one career firefighter present: Chief Carbin.

Chairman Martin announced that the meeting was being held in accordance with the Open Public Meeting Act, having been published in the December 28th newspaper, posted on the bulletin board of the Office of the Township Clerk, posted in 10 public locations, and District 2 website @ [www.station57.org](http://www.station57.org), and notices sent to those requesting such.

**ADOPTION OF 2019 FIRE DISTRICT BUDGET - MEETING OPEN TO THE PUBLIC**

Chairman Martin opened the meeting to the board and public to review the 2019 approved budget. There were no questions on the budget, Chairman Martin closed the public hearing on the budget.

Chairman Martin read the Resolution Authorizing the Reading of the 2019 Budget by Title Only.

**UPON MOTION MADE** by Glenn Borsuk and seconded by Michael Frisch, to approve the 2019 Fire District #2 budget by title only.

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

Chairman Martin read the 2019 Adopted Budget Resolution for the fiscal year January 1, 2019 to December 31, 2019.

**UPON MOTION MADE** by Glenn Borsuk and seconded by Alan Tannenbaum, to approve the 2019 Adopted Budget Resolution.

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

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## MINUTES

Chairman Martin asked for a review of the December 12, 2018 minutes. Commissioner McGee was not present for roll call last month, will make correction.

**UPON MOTION MADE** by Glenn Borsuk and seconded by Mike Frisch, to adopt the minutes of the December 12, 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	\$164, 811.05
Net Payroll Claims Total	\$ 48, 213.85
Total Claims Against the Board	\$ 249,224.90
Period ending January 9, 2019	

### M&T Bank:

Undesignated Funds	\$1,777,513.37
Designated Funds	\$ 198,789.33
Total Balance	\$1,976,302.70

**UPON MOTION MADE** by Robert McGee and seconded by Alan Tannenbaum, claims against the Monroe Township Board of Fire Commissioners of District No. 2 were approved in the amount of \$249,224.90.

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

## MEETING OPENED TO THE BOARD

Chairman Martin advised on the upcoming election, there is a request for 2300 absentee ballots in our district that have to be delivered to them by January 25<sup>th</sup>. The board will pay the fee to get absentee ballot count the night of the election. That number can increase.

Chairman Martin advised the board did the following:

- Introduction and approval of budget-12/12/18
- Submitted copies of budget to DLGS
- Advertisement of public hearing and copy of the approved budget was posted-12/28/18
- Adoption of budget took place tonight- 1/9/19
- Board Accountant will submit two copies of complete adopted budget to DLGS

## **CORRESPONDENCE**

Chairman Martin read a letter dated 1/9/19, addressed to the board, from Firefighter LeBrun, regarding his submission of paperwork for retirement after 32 years of service, effective February 1<sup>st</sup>.

Chief Carbin stated there will be a breakfast held in his honor on February 1<sup>st</sup> 9am. Chairman Martin would like a plaque on the wall to display names of firefighters for retirements.

Chairman Martin stated Nicholas DiPaolo is next in line to be conditionally appointed a firefighter, based on resolution.

Chairman Martin read the Resolution Appointing Personnel as Fire Fighters.

**UPON MOTION MADE** by Michael Frisch and seconded by Tannenbaum, to conditionally appoint Nicholas DiPaolo, Badge #225 as paid fire fighter in district 2, effective February 1, 2019.

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

Chairman Martin stated the two pieces of software being used for fire inspections, Red Alert and ESP. ESP is a cloud based solution allows for 4 concurrent users to access information, and manages data. Board needs to do ICC update, \$250. ESP is \$660/year.

Commissioner Frisch mentioned a resident needed assistance with his invalid wife and the fire department was there to assist. .The resident was full of accolades.

Commissioner Frisch also mentioned that he and the Chief are going to Clearbrook to be on their radio station, 1/17 at 9:15am.

## **FIRE PREVENTION BUREAU REPORT**

Chairman Martin asked for a report from Fire Prevention.

Chief Carbin reported:

- Firefighter Lebrun's retirement – plan for event
- Inspection process training
- Fire Prevention totals
- Incident run log

## **APPLEGARTH VOLUNTEER FIRE COMPANY**

Chairman Martin asked if there was anything to report from the volunteers. Nothing to report.

## **MEETING OPEN TO THE PUBLIC**

Chairman Martin opened the meeting to the public. Nothing from the public.

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**CLOSED SESSION**

Chairman Martin stated there was no need to have an executive session.

**ADJOURN**

Chairman Martin asked for a motion to adjourn.

**UPON MOTION MADE** by Glenn Borsuk and seconded by Mike Frisch, 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