

**MONROE TOWNSHIP FIRE DISTRICT NO. 3  
BOARD OF FIRE COMMISSIONERS  
MINUTES OF REORGANIZATION MEETING  
TUESDAY, MARCH 15, 2011  
16 CENTRE DRIVE**

The Monroe Township Board of Fire Commissioners of Fire District No. 3 met at the Firehouse, 16 Centre Drive, Monroe Township, New Jersey for a Reorganization Meeting. The meeting was called to order at 7:00 PM.

Board Attorney Robert M. Schwartz announced that the meeting is being held in accordance with the Open Public Meetings Act, having been published in the newspapers, posted on the bulletin board of the Township Clerk and notices sent to those requesting such.

Mr. Douglas S. Martin & Mr. Joseph Haff were sworn in as newly elected Commissioners.

**UPON ROLL CALL** the following members of the Monroe Township Board of Fire Commissioners of District No. 3 were present: Leslie Barta, Joseph Haff, Gerald Kaplan, Joel Kaplan and Douglas S. Martin.

**ALSO PRESENT:** Robert M. Schwartz, Board Attorney, Joseph Massoni, Board Auditor, Chief/Administrator Peter J. Gasiorowski, Sr. and Captain Raymond LeBrun.

Board Attorney Robert M. Schwartz stated nominations were in order for the position of Chairman.

**UPON MOTION MADE** by Joel Kaplan and seconded by Gerald Kaplan, Douglas S. Martin was nominated for the position of Chairman to the Board of Fire Commissioners of District No. 3.

**UPON MOTION MADE** by Leslie Barta and seconded by Joseph Haff, a resolution was adopted appointing Douglas S. Martin as Chairman to the Board of Fire Commissioners of District No. 3.

**Attached as Appendix A.**

**ROLL CALL:**

Aye Leslie Barta  
Aye Joseph Haff  
Aye Gerald Kaplan  
Aye Joel Kaplan  
Aye Douglas S. Martin

The meeting was turned over to Chairman Douglas S. Martin.

Chairman Douglas S. Martin announced the results of the February 19, 2011 Fire District Election.

Chairman Douglas S. Martin announced that nominations were in order for the position of Vice Chairman.

**UPON MOTION MADE** by Douglas S. Martin and seconded by Joseph Haff, Joel Kaplan was nominated for the position of Vice Chairman to the Board of Fire Commissioners of District No. 3.

**UPON MOTION MADE** by Gerald Kaplan and seconded by Leslie Barta, a resolution was adopted appointing Joel Kaplan as Vice Chairman to the Board of Fire Commissioners of District No. 3.

**Attached as Appendix B.**

**ROLL CALL:**

Aye Leslie Barta  
Aye Joseph Haff  
Aye Gerald Kaplan  
Aye Joel Kaplan  
Aye Douglas S. Martin

Chairman Douglas S. Martin announced that nominations were in order for the position of Board Secretary.

**UPON MOTION MADE** by Gerald Kaplan and seconded by Joel Kaplan, Leslie Barta was nominated for the position of Secretary to the Board of Fire Commissioners of District No. 3.

**UPON MOTION MADE** by Joel Kaplan and seconded by Gerald Kaplan, a resolution was adopted appointing Leslie Barta as Secretary to the Board of Fire Commissioners of District No. 3.

**Attached as Appendix C.**

**ROLL CALL:**

Aye Leslie Barta  
Aye Joseph Haff  
Aye Gerald Kaplan  
Aye Joel Kaplan  
Aye Douglas S. Martin

Chairman Douglas S. Martin announced that nominations were in order for the position of Assistant Board Secretary.

**UPON MOTION MADE** by Douglas S. Martin and seconded by Leslie Barta, Joseph Haff was nominated for the position of Assistant Secretary to the Board of Fire Commissioners of District No. 3.

**ROLL CALL:**

Aye Leslie Barta  
Aye Joseph Haff  
Aye Gerald Kaplan  
Aye Joel Kaplan  
Aye Douglas S. Martin

**UPON MOTION MADE** by Joel Kaplan and seconded by Leslie Barta, a resolution was adopted appointing Joseph Haff as Assistant Secretary to the Board of Fire Commissioners of District No. 3.

**Attached as Appendix D.**

**ROLL CALL:**

Aye Leslie Barta  
Aye Joseph Haff  
Aye Gerald Kaplan  
Aye Joel Kaplan  
Aye Douglas S. Martin

Chairman Douglas S. Martin announced that nominations were in order for the position of Treasurer.

**UPON MOTION MADE** by Gerald Kaplan and seconded by Leslie Barta, Joel Kaplan was nominated for the position of Treasurer to the Board of Fire Commissioners of District No. 3

**UPON MOTION MADE** by Gerald Kaplan and seconded by Joseph Haff, a resolution was adopted appointing Joel Kaplan as Treasurer to the Board of Fire Commissioners of District No. 3.

**Attached as Appendix E.**

**ROLL CALL:**

Aye Leslie Barta  
Aye Joseph Haff  
Aye Gerald Kaplan  
Aye Joel Kaplan  
Aye Douglas S. Martin

Chairman Douglas S. Martin announced that nominations were in order for the position of Assistant Board Treasurer.

**UPON MOTION MADE** by Douglas S. Martin and seconded by Gerald Kaplan, Joseph Haff was nominated for the position of Assistant Board Treasurer to the Board of Fire Commissioners of District No. 3.

**UPON MOTION MADE** by Joel Kaplan and seconded by Leslie Barta, a resolution was adopted appointing Joseph Haff as Assistant Board Treasurer to the Board of Fire Commissioners of District No. 3.

**Attached as Appendix F.**

**ROLL CALL:**

Aye Leslie Barta  
Aye Joseph Haff  
Aye Gerald Kaplan  
Aye Joel Kaplan  
Aye Douglas S. Martin

Chairman Douglas S. Martin announced that nominations were in order for the position of Tri-District Representative.

**UPON MOTION MADE** by Douglas S. Martin and seconded by Joseph Haff, Leslie Barta was nominated for the position of Tri-District Representative to the Board of Fire Commissioners of District No. 3.

**UPON MOTION MADE** by Joseph Haff and seconded by Gerald Kaplan, a resolution was adopted appointing Leslie Barta as Tri-District Representative to the Board of Fire Commissioners of District No. 3.

**Attached as Appendix G.**

**ROLL CALL:**

Aye Leslie Barta  
Aye Joseph Haff  
Aye Gerald Kaplan  
Aye Joel Kaplan  
Aye Douglas S. Martin

Chairman Douglas S. Martin announced that nominations were in order for the position of Board Bookkeeper.

**UPON MOTION MADE** by Douglas S. Martin and seconded by Leslie Barta, Susan Bilt was nominated for the position of Board Bookkeeper to the Board of Fire Commissioners of District No. 3, for an indefinite term, subject to the will of the Board.

**UPON MOTION MADE** by Joel Kaplan and seconded by Joseph Haff, a resolution was adopted appointing Susan Bilt as Board Bookkeeper to the Board of Fire Commissioners of District No. 3, for an indefinite term, subject to the will of the Board.

**Attached as Appendix H.**

**ROLL CALL:**

Aye Leslie Barta  
Aye Joseph Haff  
Aye Gerald Kaplan  
Aye Joel Kaplan  
Aye Douglas S. Martin

Chairman Douglas S. Martin announced that nominations were in order for the position of Board Attorney.

**UPON MOTION MADE** by Douglas S. Martin and seconded by Joel Kaplan, Mr. Robert M. Schwartz was nominated for the position of Board Attorney to the Board of Fire Commissioners of District No. 3, for an indefinite term, subject to the will of the Board.

Chairman Douglas S. Martin asked for a motion on the Resolution appointing the Board Attorney of the Board of Fire Commissioners of District No. 3.

**UPON MOTION MADE** by Joseph Haff and seconded by Joel Kaplan, a resolution was adopted appointing Robert M. Schwartz as Board Attorney to the Board of Fire Commissioners of District No. 3 for an indefinite term, subject to the will of the Board.  
**Attached as Appendix I.**

**ROLL CALL:**

Aye Leslie Barta  
Aye Joseph Haff  
Aye Gerald Kaplan  
Aye Joel Kaplan  
Aye Douglas S. Martin

Chairman Douglas S. Martin announced that nominations were in order for the position of Board Auditor.

**UPON MOTION MADE** by Douglas S. Martin and seconded by Joel Kaplan, Mr. Joseph Massoni was nominated for the position of Board Auditor to the Board of Fire Commissioners of District No. 3 for an indefinite term, subject to the will of the Board.

Chairman Douglas S. Martin asked for a motion on the Resolution appointing the Board Auditor of the Board of Fire Commissioners of District No. 3.

**UPON MOTION MADE** by Joseph Haff and seconded by Leslie Barta, a resolution was adopted appointing Joseph Massoni as Board Auditor to the Board of Fire Commissioners of District No. 3 for an indefinite term, subject to the will of the Board.  
**Attached as Appendix J.**

**ROLL CALL:**

Aye Leslie Barta  
Aye Joseph Haff  
Aye Gerald Kaplan  
Aye Joel Kaplan  
Aye Douglas S. Martin

Chairman Douglas S. Martin announced that nominations were in order for the position of Recording Secretary.

**UPON MOTION MADE** by Douglas S. Martin and seconded by Joel Kaplan, Tricia A. Mercado was nominated for the position of Recording Secretary, for an indefinite term, subject to the will of the Board.

**UPON MOTION MADE** by Leslie Barta and seconded by Joel Kaplan, a resolution was adopted appointing Tricia A. Mercado as Recording Secretary to the Board of Fire Commissioners of District No. 3, for an indefinite term, subject to the will of the Board.

**Attached as Appendix K.**

**ROLL CALL:**

Aye Leslie Barta  
Aye Joseph Haff  
Aye Gerald Kaplan  
Aye Joel Kaplan  
Aye Douglas S. Martin

Chairman Douglas S. Martin informed the Board of the need to establish official Board newspapers of the Board of Fire Commissioners of District No. 3.

**UPON MOTION MADE** by Joseph Haff and seconded by Leslie Barta, a resolution was adopted designating The Cranbury Press and/or The Home News Tribune as the official Board Newspapers, expiring at the 2012 Reorganization Meeting.

**Attached as Appendix L.**

**ROLL CALL:**

Aye Leslie Barta  
Aye Joseph Haff  
Aye Gerald Kaplan  
Aye Joel Kaplan  
Aye Douglas S. Martin

Chairman Douglas S. Martin informed the Board of the need to designate official depositories of monies and funds of the Board of Fire Commissioners of District No. 3

**UPON MOTION MADE** by Joel Kaplan and seconded by Leslie Barta, a resolution was adopted designating TD Bank/Provident Bank/PNC Bank and any other bank(s) so designated by the Board as the official depositories of monies and funds of the Board of Fire Commissioners of District No. 3, expiring at the 2012 Reorganization Meeting.

**Attached as Appendix M.**

**ROLL CALL:**

Aye Leslie Barta  
Aye Joseph Haff  
Aye Gerald Kaplan  
Aye Joel Kaplan  
Aye Douglas S. Martin

Chairman Douglas S. Martin informed the Board of the need to establish compensation for members of the Board of Fire Commissioners of District No. 3

The compensation for members of the Board of Fire Commissioners of District No. 3 was established at \$4,500 annually.

**UPON MOTION MADE** by Leslie Barta and seconded by Joseph Haff, a resolution was adopted establishing compensation for members of the Board of Fire Commissioners of District No. 3, expiring at the 2012 Reorganization Meeting.

**Attached as Appendix N.**

**ROLL CALL:**

Aye Leslie Barta  
Aye Joseph Haff  
Aye Gerald Kaplan  
Aye Joel Kaplan  
Aye Douglas S. Martin

Chairman Douglas S. Martin informed the Board of the need to authorize the Board Treasurer and/or Assistant Treasurer to establish, close and maintain bank accounts for Fire District No. 3.

**UPON MOTION MADE** by Leslie Barta and seconded by Gerald Kaplan, a resolution was adopted authorizing the Board Treasurer and/or Assistant Treasurer to establish, close and maintain bank accounts for the Board of Fire Commissioners of District No. 3, expiring at the 2012 Reorganization Meeting.

**Attached as Appendix O.**

**ROLL CALL:**

Aye Leslie Barta  
Aye Joseph Haff  
Aye Gerald Kaplan  
Aye Joel Kaplan  
Aye Douglas S. Martin

Chairman Douglas S. Martin informed the Board of the need to establish polling places for the 2012 Annual Election.

**UPON MOTION MADE** by Joseph Haff and seconded by Joel Kaplan, a resolution was adopted designating the polling places for the 2012 Annual Election. **Attached as Appendix P.**

**ROLL CALL:**  
Aye Leslie Barta  
Aye Joseph Haff  
Aye Gerald Kaplan  
Aye Joel Kaplan  
Aye Douglas S. Martin

Chairman Douglas S. Martin informed the Board of the need to establish the date, time and place of monthly meetings for Fire District No. 3.

Chairman Douglas S. Martin stated that the Board will hold its meetings on the second Tuesday of each month with the exception of March, 2012 wherein the meeting will be held on the first Tuesday.

**UPON MOTION MADE** by Leslie Barta and seconded by Joseph Haff, a resolution was adopted establishing date, time and place of the 2011/2012 monthly meetings for Fire District No. 3. **Attached as Appendix Q.**

**ROLL CALL:**  
Aye Leslie Barta  
Aye Joseph Haff  
Aye Gerald Kaplan  
Aye Joel Kaplan  
Aye Douglas S. Martin

Chairman Douglas S. Martin informed the Board of the need to designate signatures on bond for Fire District No. 3.

**UPON MOTION MADE** by Joel Kaplan and seconded by Joseph Haff, a resolution was adopted designating signatures on bond for Fire District No. 3, expiring at the 2012 Reorganization Meeting. **Attached as Appendix R.**

**ROLL CALL:**  
Aye Leslie Barta  
Aye Joseph Haff  
Aye Gerald Kaplan  
Aye Joel Kaplan  
Aye Douglas S. Martin

Chairman Douglas S. Martin informed the Board of the need to authorize the Board Treasurer and/or Assistant Board Treasurer to make timely payments.

**UPON MOTION MADE** by Leslie Barta and seconded by Joseph Haff, a resolution was adopted authorizing the Board Treasurer and/or Assistant Board Treasurer to make timely payments for Fire District No. 3, expiring at the 2012 Reorganization Meeting.  
**Attached as Appendix S.**

**ROLL CALL:**

Aye Leslie Barta  
Aye Joseph Haff  
Aye Gerald Kaplan  
Aye Joel Kaplan  
Aye Douglas S. Martin

Chairman Douglas S. Martin informed the Board of the need for a Resolution establishing compensation for the Board Bookkeeper.

**UPON MOTION MADE** by Joseph Haff and seconded by Leslie Barta, a resolution was adopted establishing compensation for the Board Bookkeeper for Fire District No. 3 (\$24.75 per hour, 12 hours/week)  
**Attached as Appendix T.**

**ROLL CALL:**

Aye Leslie Barta  
Aye Joseph Haff  
Aye Gerald Kaplan  
Aye Joel Kaplan  
Aye Douglas S. Martin

Chairman Douglas S. Martin informed the Board of the need to establish compensation for the Board Attorney.

**UPON MOTION MADE** by Joseph Haff and seconded by Gerald Kaplan, a resolution was adopted establishing compensation for the Board Attorney for Fire District No. 3. (\$150.00 per meeting and \$200.00 per hour for all other services rendered the Board)  
**Attached as Appendix U.**

**ROLL CALL:**

Aye Leslie Barta  
Aye Joseph Haff  
Aye Gerald Kaplan  
Aye Joel Kaplan  
Aye Douglas S. Martin

Chairman Douglas S. Martin informed the Board of the need to establish compensation for the Board Auditor.

**UPON MOTION MADE** by Joseph Haff and seconded by Joel Kaplan, a resolution was adopted establishing compensation for the Board Auditor for Fire District No. 3. (\$150.00 per hour for all services rendered the Board)

**Attached as Appendix V.**

**ROLL CALL:**

Aye Leslie Barta  
Aye Joseph Haff  
Aye Gerald Kaplan  
Aye Joel Kaplan  
Aye Douglas S. Martin

Chairman Douglas S. Martin informed the Board of the need for a Resolution establishing compensation for the Recording Secretary.

**UPON MOTION MADE** by Joseph Haff and seconded by Leslie Barta, a resolution was adopted establishing compensation for the Recording Secretary for Fire District No. 3 (\$360 x 13 months)

**Attached as Appendix W.**

**ROLL CALL:**

Aye Leslie Barta  
Aye Joseph Haff  
Aye Gerald Kaplan  
Aye Joel Kaplan  
Aye Douglas S. Martin

Chairman Douglas S. Martin informed the Board of the need for a Resolution requesting District Taxes.

**UPON MOTION MADE** by Leslie Barta and seconded by Joseph Haff, a resolution was adopted certifying the amount of money voted on at the election to the Tax Assessor of the Township of Monroe.

**Attached as Appendix X.**

**ROLL CALL:**

Aye Leslie Barta  
Aye Joseph Haff  
Aye Gerald Kaplan  
Aye Joel Kaplan  
Aye Douglas S. Martin

Chairman Douglas S. Martin informed the Board of the need to adopt a Resolution fixing the charges for mailing agenda and meeting notices, and establishing fees for Xerox copies.

**UPON MOTION MADE** by Leslie Barta and seconded by Gerald Kaplan, a resolution was adopted fixing the charges for mailing agenda and meeting notices, and establishing fees for Xerox copies.

**Attached as Appendix Y.**

**ROLL CALL:**

Aye Leslie Barta  
Aye Joseph Haff  
Aye Gerald Kaplan  
Aye Joel Kaplan  
Aye Douglas S. Martin

Chairman Douglas S. Martin announced that the Reorganization portion of the meeting had been completed and the regular meeting would commence.

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**Leslie Barta**  
Board Secretary

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**Douglas S. Martin**  
Chairman

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