

**MONROE TOWNSHIP FIRE DISTRICT NO. 3  
BOARD OF FIRE COMMISSIONERS  
MINUTES OF REGULAR MEETING  
NOVEMBER 13, 2018  
16 CENTRE DRIVE**

**1. CALL TO ORDER**

Meeting called to order at 7:07pm

**2. SALUTE TO THE FLAG**

Performed.

**3. MOMENT OF SILENCE**

Observed.

**4. ANNOUNCEMENT**

The meeting is being held in accordance with the Open Public Meetings Act having been published in the newspaper, posted on the bulletin board in the Office of the Township Clerk and notices sent to those requesting such.

**5. ROLL CALL**

Commissioner Leslie Barta  
 Commissioner Joseph O. Haff  
 Commissioner Gerald Kaplan  
 Commissioner Joel Kaplan  
 Commissioner Jim Fisher

**ALSO PRESENT:**

Chief Gasirowski  
 Board Attorney Robert Schwartz  
 Board Accountant Joe Massoni  
 Kris Bachman Jr.

**6. MOTION TO APPROVE THE REGULAR MINUTES OF OCTOBER 9, 2018**

Motion: Les Barta  
Second: Gerald Kaplan  
All In Favor  Abstain

**7. REPORT FROM THE BOARD ACCOUNTANT**

All accounts are reconciled. All accounts below or at expectation. All fees and bills paid. See provided monthly financial report.

-There will be some Line Item Transfer in Dec 2018 to balance out areas that have exceeded budget

Kris Bachman reports that they would like to upgrade to Quicken Books in 2019 to streamline and facilitate the accounting process for the MTFD3. Files will then be electronic and easily uploaded into the system. He will be searching for quotes on a multifunction printer and scanner.

**Motion to Approve Expenditure of up to \$500 on a Multifunctional printer and scanner and \$150 on a new back up Hard Drive. TOTAL \$650**

**Motion: Les Barta**  
**Second: Joel Kaplan**  
**All In Favor:   X   Abstain:   0**

**MOTION TO APPROVE FINANCIAL REPORT FROM AUDITOR AND APPROVAL OF EXPENDITURES:**

**MOTION: Les Barta**  
**SECOND: Joel Kaplan**  
**ALL APPROVE:   X   ABSTAIN:   0**

**MOTION TO APPROVE PAYMENT FOR RECURRING BILLS:**

**MOTION: Les Barta**  
**SECOND: Gerald Kaplan**  
Gerald Kaplan        Yes  
Jim Fisher            Absent  
Joe Haff                Yes  
Les Barta              Yes  
Joel Kaplan            Yes

**-No NAYS, Motion carries**

-Update on Lease Purchase Agreement for a replacement Utility Vehicle. A special meeting/Vote is required. Public Meeting/Vote will take place **Saturday, December 8, 2018 at 2pm at 16 Centre Drive.**

**MOTION TO APPROVE THE SPECIAL ELECTION ON SATURDAY, DECEMBER 8, 2018 TO APPROVE THE PURCHASE OF A NEW UTILITY VEHICLE TO REPLACE CURRENT TRUCK.**

**MOTION: Les Barta**  
**SECOND: Joel Kaplan**  
**ALL IN FAVOR:   X   ABSTAIN:   0**

**RESOLUTION 2018-11-01:**

**“RESOLUTION OF THE BOARD OF COMMISSIONERS OF FIRE DISTRICT NO.3 IN THE TOWNSHIP OF MONROE, IN THE COUNTY OF MIDDLESEX, NEW JERSEY DETERMINING TO PURCHASE A NEW LADDER FIRE TRUCK THROUGH THE EXECUTION OF A LEASE PRCHASE AGREEMENT AND AUTHORIZING CERTAIN OFFICIALS OF THE FIRE DISTRICT TO EXECUTE SUCH AGREEMENTS, RATIFYING ALL PRIOR ACTIONS TAKEN BY THE FIRE DISTRICT WITH REPECT TO THIS TRANSACTION AND AUTHORIZIING OTHER ACIONS NECESSARY TO ACCOMPLISH THE TRANSACTION...”**

**Term of Lease: Not to exceed 7 years**

**Lease purchase financing in a principle amount not to exceed to \$1,100,000**

**Rate of interest on lease: 3.233%**

<b>MOTION TO APPROVE:</b>	Les Barta	Yay
<b>SECOND:</b>	Gerald Kaplan	Yay
<b>Roll Call:</b>	Joe Haff	Yay
	Joel Kaplan	Yay
	Jim Fisher	Absent

No Nays, Motion Carries

-MTFD3 BOFC must submit the Electronic Municipal Market Access (E.M.M.A.) Requirements by 9/30/2019 and be posted on the www.MTFD3.com website.

**8. FINANCIAL REPORT FROM THE BOARD TREASURER**

Commissioner Joel Kaplan reported Provident Bank balance of \$2,049,213.26

**MOTION:** Les Barta  
**SECOND:** Gerald Kaplan  
**ALL IN FAVOR:**   X       **ABSTAIN:**   0  

**9. OPERATIONS REPORT**

(See Attached) Monthly Activity Report and Incident Run Log.

-Chief reports no update or response from Johnson Controls. They are still sending bills though.

-Chief is moving forward with the update to Red Alert System. He will have price quotes at the December 11, 2018 BOFC Meeting. The new cloud based Red Alert System will work with the new Quicken Books program as well.

-Chief is requesting new SCBA bailouts for firemen. The current ones are 8 years old and significant wear and tear. They should have been sufficient for up to 10 years. He would also like approval for 32 GEMTOR belts. Les Barta suggests getting 36. Chief will provide financial data on these next month.

**10. PURCHASE AND SERVICE REQUESTS**

**P.O. REQUEST:**

**\$225 - EMT REFRESHER COURSE FOR LT. WOOD**

**\$127.91 – REIMBURSE FF BRIAN JOHNSON FOR PURCHASE OF HOLIDAY LIGHTS**

**TOTAL \$352.91**

**MOTION: LES BARTA**

**SECOND: JOE HAFF**

**ALL IN FAVOR:   X**

**ABSTAIN:   0**

**P.O. REQUEST:**

**\$2,045 4 LENGTHS OF 5” HOSE**

**\$640 FOR 16 PAIRS OF GLOVES**

**TOTAL \$2,685**

**MOTION: LES BARTA**

**SECOND: JOE HAFF**

**ALL IN FAVOR:   X**

**ABSTAIN:   0**

**11. CORRESPONDENCE**

-Chief reports \$95 in donations from residents.

**12. GENERAL BUSINESS**

Attorney Bob Schwartz reports the he is waiting to hear about approvals regarding the sidewalks and curbs surrounding Station 23A. Mike Testa has been made aware of these requirements. Mary Smith, attorney for the School Board reports that the property next to Station 23A is still titled under the township.

-BOE can't take ownership of the property until current fuel tanks removed.

-Conversation with Sarah Fitzpatrick has confirmed a 3% increase regarding the Shared Services Agreement.

-11/15/2018 meeting will take place regarding the closing on the Bond.

-Les Barta expresses concern over incident at 301 Buckalew Avenue, the Millennium Alzheimer's facility. It needed to be evacuated during the middle of the night, but EMS was not readily available, therefore residents were left outside in very cold temperatures. Once MTFD3 was notified, they responded and relocated residents to First Aid on Monmouth Rd.

**13. CHAIRMAN TO OPEN THE MEETING TO THE PUBLIC**

No public present.

**14. MOTION TO MOVE TO EXECUTIVE SESSION**

No Session Tonight

MOTION:

SECOND:  
ALL IN FAVOR \_\_\_\_\_ ABSTAIN: \_\_\_\_\_

**15. MOTION TO RECONVENE REGULAR PORTION OF MEETING**

MOTION:  
SECOND:  
ALL IN FAVOR \_\_\_\_\_ ABSTAIN \_\_\_\_\_

**16. MOTION TO ADJOURN REGULAR MEETING AT 8:35pm**

MOTION: Les Barta  
SECOND: Gerald Kaplan  
ALL IN FAVOR X \_\_\_\_\_ ABSTAIN 0 \_\_\_\_\_

The next scheduled Regular Meeting of the Monroe Township Fire District No. 3 Board of Fire Commissions will take place on **Tuesday, December 11, 2018 at 7:00 PM** in the Firehouse located at 16 Centre Drive, Monroe Township, NJ 08831.

Approved agendas, minutes and notices will be posted to the Monroe Township Fire District No. 3 Board of Fire Commissioners' website is [www.mtfd3.com](http://www.mtfd3.com).

Respectfully submitted, \_\_\_\_\_  
Board Secretary