

**MONROE TOWNSHIP FIRE DISTRICT NO. 3  
BOARD OF FIRE COMMISSIONERS  
MINUTES OF REGULAR MEETING  
JANUARY 12, 2021  
VIRTUAL MEETING**

**1. CALL TO ORDER**

Meeting called to order at 7:05PM

**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 (X = Present)**

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

**ALSO PRESENT:**

Chief Wayne Lyons  
 Board Attorney Robert Schwartz  
 Board Accountant Joe Massoni (via phone)  
 Kris Bachmann Jr.

**6. MOTION TO APPROVE THE VIRTUAL MEETING ON DECEMBER 8, 2020 HELD VIA ZOOM.**

**Motion:** Jim Fisher  
**Second:** Joel Kaplan  
**All In Favor**  **Abstain**  **0**

**7. REPORT FROM THE BOARD ACCOUNTANT**

-All accounts are reconciled. All bills to be paid. See financial reports provided by Mr. Bachmann and Mr. Massoni for details.

-3 rounds of Covid-19 reimbursements for Monroe Twp submitted to state.

-20201 Budget approved and sent to DCA in Trenton.

Special Meeting to be held Tuesday, January 26, 2021 to approve the expenditure for a new Fire Rescue Vehicles. Public vote 6-9pm.

**Motion:** Les Barta  
**Second:** Joel Kaplan  
**All In Favor** 4 **Abstain** 1 (Joe Haff)

**8. MOTION TO APPROVE FINANCIAL REPORTS FROM BOARD ACCOUNTANT AND APPROVAL OF EXPENDITURES:**

**Motion for January 2021 reoccurring and monthly bills to be paid:**

**ROLL CALL:**  
**MOTION:** Les Barta Yay  
**SECOND:** Joel Kaplan Yay  
Gerald Kaplan Yay  
Jim Fisher Yay  
Joe Haff Yay

No Nays, motion carries.

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

Commissioner Joel Kaplan reported a total balance of \$2,616,779.58 total between Provident Bank and BCB Bank. The \$403,737.61 in the BCB account for new building at 23A.

**MOTION:** Les Barta  
**SECOND:** Jim Fisher  
**ALL IN FAVOR:**  X  **ABSTAIN:**  0

**10. OPERATIONS:**

See Fire Prevention Report, Incident Report and Monthly Activity Report provided by Chief Lyons.

Chief Lyons Reports:

- 1) 2020 Vacation Payout hours has been submitted to Kris Bachmann. Process of confirming numbers for payout, also confirming sick time hours, comp hours.
- 2) Department email system has started to move over MTFD3.com. Working on all staff members to convert over.
- 3) Will start the process of running a Substitute Fire Fighter Test – We are currently down subs.
- 4) Construction (23A) Building has been secured. Target date for majority of the punch list to be addressed January 22, 2021. We will start moving some large items over at that time one building is cleaned.
- 5) Chief-New contact email and phone number sent out.
- 6) Vaccine Information – we have moved into the 1A category, employees are in the process of signing up.

**11. PURCHASE ORDERS:**

-Commissioner Barta requests a Chromebook laptop to purchase to ease the transition and to not have to use personal computer.

**P.O. Chromebook \$430**

**MOTION:** Jim Fisher  
**SECOND:** Joel Kaplan  
**ALL IN FAVOR:**     X          **ABSTAIN:**     0    

**-P.O. requests from Chief Lyons:**

2021-01	Independent Telephone Contracting	\$6,923.74
2021-02	Coffee Maker 23A – Under counter	
	Model. Amt includes supplies to install	\$750.00
2021-03	Water Filter Hot/Cold 23A with supplies	
	Not to exceed \$450	\$450

**P.O. Total: \$8,123.74**

**MOTION:** Jim Fisher  
**SECOND:** Gerald Kaplan  
**ALL IN FAVOR:**     X          **ABSTAIN:**     0    

**12. CORRESPONDENCE**

None tonight

**13. GENERAL BUSINESS**

-Les Barta states that there is no state mandate for employees to get Covid-19 vaccine. Bob Schwartz says it may be mandated by certain organizations as per the EEOC. He will clarify.

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

No Public tonight.

**15. MOTION TO MOVE TO EXECUTIVE SESSION:**

No Session tonight.

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

**16. MOTION TO END EXECUTIVE SESSION AND RECONVENE REGULAR PORTION OF MEETING:**

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

**17. MOTION TO ADJOURN REGULAR MEETING AT 7:46PM**

**MOTION:** Les Barta  
**SECOND:** Jim Fisher  
**ALL IN FAVOR:** \_\_\_X\_\_\_ **ABSTAIN:** \_\_\_0\_\_\_

**NOTICE:** The next scheduled Regular Meeting of the Monroe Township Fire District No. 3 Board of Fire Commissions will take place on **Tuesday, February 9, 2021 at 7:00 PM** virtually on zoom.com. Information to log onto meeting can be found on the home page of the website [www.mtfd3.com](http://www.mtfd3.com) 48 hours prior to meeting.

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