

Board of Fire Commissioners  
Fire District #2  
Township of South Brunswick

---

Regular Meeting  
Third Monday at 7:00 P.M.  
Monmouth Junction Fire House

P.O. Box 114  
Monmouth Junction, N.J. 08852

***SPECIAL MEETING AGENDA***  
***December 5, 2016***  
***7:00 PM***

- 1. Call to Order and Pledge of Allegiance***
- 2. Notice of Compliance***

This meeting is being held in compliance with the Public Law Meeting Notice of the Public Laws of 1975. Notice of this meeting was given by way of annual notice filed with the Township Clerk, The Home News & Tribune and posted on the bulletin board of the South Brunswick Township Municipal Building, March 2016.
- 3. Roll Call***
- 4. Public Comment***
- 5. Order of Business***
  - A. Discussion on VFIS Group Term Life Insurance Policy Renewal
  - B. Final Presentation/Discussion on 2017 Budget
  - C. Resolution #16-29, Approval of 2017 Budget
  - D. Resolution #16-30, Authorizing the Transfer of Funds Relative to the 2016 Budget
  - E. Items Timely and Important
- 6. Voucher List***

(See Attached)
- 7. Public Comment***
- 8. Adjournment***

***Voucher List***

<b><i>A</i></b>	Republic Services #689	308.38
<b><i>B</i></b>	Roger Potts	3,400.00
<b><i>C</i></b>	Charles Smith	2,525.00
<b><i>D</i></b>	Charles Spahr	2,925.00
<b><i>E</i></b>	Douglas Wolfe	2,525.00
<b><i>F</i></b>	Thomas Young, Jr.	6,200.00
<b><i>G</i></b>	Brookview Volunteer Fire Company	500.00
<b><i>H</i></b>	Cranbury Volunteer Fire Company	500.00
<b><i>I</i></b>	Jamesburg Fire Department	500.00
<b><i>J</i></b>	North Brunswick Volunteer Fire Company #2	500.00
<b><i>K</i></b>	Monmouth Junction First Aid Squad	11,000.00
<b><i>L</i></b>	Q.R.F.P. Special Services	400.00
<b><i>M</i></b>	Richard M. Braslow, Esq.	136.00
<b><i>N</i></b>	Monmouth Junction Vol. Fire Department	180.57
<b><i>O</i></b>	Alpha Card	2,618.00
<b><i>P</i></b>	Matthew Doktor	325.00
<b><i>Q</i></b>	David Furch	325.00
<b><i>R</i></b>	Tyler Goldin	325.00
<b><i>S</i></b>	Michael Grennen	325.00
<b><i>T</i></b>	Mohammed Junaid	325.00
<b><i>U</i></b>	Joseph Malkiewicz	325.00
<b><i>V</i></b>	Daniel Murphy	325.00
<b><i>W</i></b>	Timothy Murphy	325.00
<b><i>X</i></b>	Ronald Neville	325.00
<b><i>Y</i></b>	Mark Ragnoli	325.00
<b><i>Z</i></b>	Gerald Schwear	325.00
<b><i>AA</i></b>	Jim Shearer	325.00
<b><i>BB</i></b>	Scott Smith	325.00
<b><i>CC</i></b>	Brian Spahr	325.00
<b><i>DD</i></b>	Charles Spahr	325.00
<b><i>EE</i></b>	Sean Wert	325.00
<b><i>FF</i></b>	Douglas Wolfe	325.00
<b><i>GG</i></b>	South Brunswick Township Water & Sewer Revenue	1,453.04
<b><i>HH</i></b>	CMF Business Supplies, Inc.	567.95

*approved 12/19/16*  
*JP*

SPECIAL MEETING  
SOUTH BRUNSWICK TOWNSHIP  
BOARD OF FIRE COMMISSIONERS – DISTRICT #2  
December 5, 2016

**1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

The meeting was called to order by Chairman Spahr at 7:34 pm followed by a salute to the flag.

**2. NOTICE OF COMPLIANCE**

Chairman Spahr read the Public Laws Meeting Notice of the Public Laws of 1975.

**3. ROLL CALL**

Present:     Comm. Potts  
              Comm. Smith  
              Comm. Wolfe  
              Comm. Young  
              Chairman Spahr

**4. PUBLIC COMMENT**

No one from the floor desired to address the Board.

**5. ORDER OF BUSINESS**

**A. Discussion on VFIS Group Term Life Insurance Policy Renewal**

Coordinator Smith reported that he received the 2017 renewal packet for the Group Term Life Insurance policy from VFIS with a total cost of \$7,433.72, which is billed quarterly at a rate of \$1,858.43 per quarter. Coordinator Smith further reported that this is a decrease of \$2,037.64 from the 2016 cost of \$9,471.36, which is due to the number of individuals that were removed from the policy at the beginning of the year. Coordinator Smith recommended renewing the Group Term Life Insurance policy with VFIS.

Comm. Smith made a motion to approve the renewal of the Group Term Life Insurance policy with VFIS at a cost of \$7,433.72, seconded by Comm. Wolfe.

Roll call: Comm. Potts - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - yes.

**B. Final Presentation/Discussion on 2017 Budget**

Comm. Young distributed copies of the proposed 2017 budget State package to the Commissioners and reviewed the highlights of the proposal. Comm. Young reported that he received an update from the Tax Assessors office, stating that the base went up by \$23 million. Comm. Young further reported that the amount to be raised by taxation will be the same as 2016 and that the tax rate will also remain the same at 0.46. Comm. Young reported that with the approval of Resolution #16-29, the package can be mailed to the State.

**C. Resolution #16-29, Approval of 2017 Budget**

Comm. Wolfe made a motion to approve Resolution #16-29, seconded by Comm. Smith.

Roll call: Comm. Potts - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - yes.

**D. Resolution #16-30, Authorizing the Transfer of Funds Relative to the 2016 Budget**

Comm. Young reported that the date of the pre-build meeting at Pierce Manufacturing, Inc. to review the specifications of the new fire truck was originally anticipated to occur in early 2017 but has been moved to this month. Comm. Young further reported that budget line item A-8 Travel Expenses was originally funded at \$3,000.00. Comm. Young reported that the transfer will move \$4,000.00 from line item A-1 Administrative Salaries & Wages to line item A-8 for a total amount of \$7,000.00.

Comm. Potts made a motion to approve Resolution #16-30, seconded by Comm. Smith.

Roll call: Comm. Potts - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - yes.

**E. Items Timely and Important**

Comm. Smith reported that he has worked on obtaining quotes for the painting of both bathrooms at Station 21 and the workout room at Station 20. Comm. Smith reported that he received a quote of \$1,000.00 from Vincze Home Improvement LLC. Comm. Smith further reported that he contacted a second vendor to obtain another estimate but did not receive a call back.

Comm. Young made a motion to approve the painting at a total cost of \$1,000.00, seconded by Comm. Wolfe.

Roll call: Comm. Potts - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - yes.

Comm. Young reported that at the regular December meeting he will have the wording for the capital questions to be included on the ballot for the February election for inclusion in the 2018 budget.

Comm. Potts reported that the State Association of Fire Districts meeting was held here this past Saturday. Comm. Potts further reported that three fire districts had their 2017 budgets rejected by DCA as they did not conduct the public meetings for the appropriate time periods.

Comm. Potts reported that he spoke with the DCA regarding several issues concerning LOSAP. Comm. Potts reported that if a vested member leaves a fire department, withdraws all funds and closes their account, they are no longer considered vested and must start over when joining the same or another department. If any amount of money is left in the account, the member would still be considered vested. Comm. Potts also reported that in a district without LOSAP, if a member is exempt they automatically become vested once a LOSAP program is started.

**6. VOUCHER LIST**

Comm. Wolfe made a motion to approve the voucher list as posted, seconded by Comm. Smith.

Roll call: Comm. Potts - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - yes.

**7. PUBLIC COMMENT**

No one from the floor desired to address the Board.

**8. ADJOURNMENT**

Comm. Young made a motion to adjourn seconded by Comm. Smith and by a voice vote all voted in affirmative. Meeting adjourned at 7:58 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

# 2017 FIRE DISTRICT BUDGET RESOLUTION NO. 16-29

## So. Brunswick Twp. – Fire District No. 2

**FISCAL YEAR: January 1, 2017 to December 31, 2017**

WHEREAS, the Annual Budget for the South Brunswick Fire District No. 2 (the "Fire District") for the fiscal year beginning January 1, 2017 and ending December 31, 2017 has been presented before the Board of Commissioners of the Fire District at its open public meeting of December 5, 2016; and

WHEREAS, the budget as introduced is in compliance with the Property Tax Levy Cap Law (N.J.S.A. 40A:4-45.44 et. seq.); and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$1,240,653, which includes an amount to be raised by taxation of \$940,475, and Total Appropriations of \$1,240,653; and


WHEREAS, the amount to be raised by taxation to support the district budget shall be the amount to be certified to the assessor of the municipality to be assessed against the taxable property in the district, pursuant to N.J.S.A. 40A:14-79. Such amount shall be equal to the amount of the total appropriations set forth in the budget minus the total amount surplus and miscellaneous revenues set forth in the budget; and

WHEREAS, in calculating the amount to be raised by taxation, the Fire District has taken into account the assessed valuation of taxable property in the Fire District;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District, at an open public meeting held on December 5, 2016 that the Annual Budget, including all related schedules, of the Fire District for the fiscal year beginning January 1, 2017 and ending December 31, 2017 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the Fire District's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Fire District will consider the Annual Budget for adoption on January 17, 2017.

  
 \_\_\_\_\_  
 Roger S. Potts, District Clerk

12/5/16  
 (Date)

Board of Commissioners Recorded Vote

Member	Aye	Nay	Abstain	Absent
R. Potts	✓			
C. Smith	✓			
D. Wolfe	✓			
T. Young	✓			
C. Spahr	✓			

**Resolution 16-30**

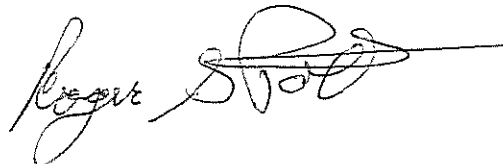
**A resolution for the transfer of funds in the Township of South Brunswick, Fire District #2, for the budget year 2016.**

**In accordance with N.J.S. 40A:14-78.9, be it resolved on this 5th day of December, 2016 by the Board of Fire Commissioners of the Township of South Brunswick, that the following transfers be made as follows:**

<b><u>Acct.#</u></b>	<b><u>Account Title</u></b>	<b><u>From</u></b>	<b><u>To</u></b>
<b>A-1</b>	<b>Adm. Salaries &amp; Wages</b>	<b>\$116,775.00</b>	<b>\$112,775.00</b>
<b>A-8</b>	<b>Travel Expenses</b>	<b>\$3,000.00</b>	<b>\$7,000.00</b>

**The reason for the requested change is to accommodate travel expenses in connection with a pre-build meeting with the vendor relative to the New Pumper capital project. Originally the meeting was anticipated to occur in early 2017.**

**I do hereby certify that the foregoing is a true copy of a resolution passed by the Fire Commissioners of Fire District #2 of the Township of South Brunswick at a meeting duly held on the 5th day of December, 2016.**



**Roger S. Potts  
District Clerk**