

# Board of Fire Commissioners

Fire District #2

Township of South Brunswick

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

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

## ***AGENDA*** ***December 3, 2018*** ***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 2018.

***3. Roll Call***

***4. Public Comment***

***5. Order of Business***

- A. Fire District Election/Budget Timetable Discussion
- B. Final Presentation/Discussion on 2019 Budget
- C. Resolution #18-23, Approval of 2019 Budget
- D. Resolution #18-24, Providing for the Consideration of a Ballot Question at the Annual Election for Capital Expenditure for Firefighting Equipment
- E. Resolution #18-25, Providing for the Consideration of a Ballot Question at the Annual Election for Capital Expenditure for Office Equipment
- F. Items Timely and Important

***6. Public Comment***

***7. Adjournment***

SPECIAL MEETING  
SOUTH BRUNSWICK TOWNSHIP  
BOARD OF FIRE COMMISSIONERS – DISTRICT #2  
December 3, 2018

APPROVED 12-17-18

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

The meeting was called to order by Chairman Spahr at 7:00 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. Kazanski  
              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. Fire District Election/Budget Timetable Discussion**

Coordinator Smith reported that following the passing of Comm. Potts earlier this year, he has worked to develop a comprehensive checklist of items to complete for the budget development and election each year.

**B. Final Presentation/Discussion on 2019 Budget**

Comm. Young distributed copies of the proposed 2019 budget to the Commissioners and reviewed the highlights of the proposal. Comm. Young reported that the 2019 projected ratable base received from the Tax Assessors office shows an increase of \$67 million compared to the 2018 actual ratable base. Comm. Young further reported that total appropriations for 2019 is \$1,410,922, an increase of \$145,000.00 over the 2018 budget. The amount to be raised by taxation is \$997,221.00, an increase of \$29,000.00 from 2018. The tax rate for 2019 is budgeted at .045 per hundred, which is the same as the realized rate for 2018. Comm. Young reported that the proposed budget maintains the current tax rate and allows for an increased contribution to the capital reserve. Comm. Young reported that with the approval of Resolution #18-23, the package can be mailed to the State.

**C. Resolution #18-23, Approval of 2019 Budget**

Comm. Smith made a motion to approve Resolution #18-23, seconded by Comm. Wolfe.

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

**D. Resolution #18-24, Providing for the Consideration of a Ballot Question at the Annual Election for Capital Expenditure for Firefighting Equipment**

Comm. Young reported that there is approximately \$24,000 remaining of the \$60,000 capital appropriation for firefighting equipment that was approved by the public at the 2017 election. Comm. Young read Resolution #18-24, which if approved by the Board, would place a question on the ballot for the 2019 election. Comm. Young further reported that these funds would be available in the 2020 budget if approved by the public at the election.

Comm. Smith made a motion to approve Resolution #18-24, seconded by Comm. Wolfe.  
Roll call: Comm. Kazanski - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - yes.

**E. Resolution #18-25, Providing for the Consideration of a Ballot Question at the Annual Election for Capital Expenditure for Office Equipment**

Comm. Young reported that with the two existing capital appropriations for Firefighting Equipment and Building Facilities & Outside Appurtenances, there was no provision for other capital building items that may need to be replaced, such as computer or communications equipment. Comm. Young further reported that this resolution would similarly place a question on the 2019 election ballot and funds would then be available in the 2020 budget if approved by the public.

Comm. Smith made a motion to approve Resolution #18-25, seconded by Comm. Wolfe.  
Roll call: Comm. Kazanski - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - yes.

**F. Items Timely and Important**

Comm. Young reported that he drafted a resolution to authorize a one-time stipend to Coordinator Smith for his work to reorganize district files with the recent passing of Commissioner Roger Potts.

Comm. Wolfe made a motion to approve Resolution #18-26, seconded by Comm. Young.  
Roll call: Comm. Kazanski - yes, Comm. Smith - abstain, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - yes.

**6. PUBLIC COMMENT**

No one from the floor desired to address the Board.

**7. ADJOURNMENT**

Comm. Young made a motion to adjourn seconded by Comm. Wolfe and by a voice vote all voted in affirmative. Meeting adjourned at 7:37 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

# 2019 FIRE DISTRICT BUDGET RESOLUTION NO. 18-23

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

**FISCAL YEAR: January 1, 2019 to December 31, 2019**

WHEREAS, the Annual Budget for the South Brunswick Fire District No. 2 (the “Fire District”) for the fiscal year beginning January 1, 2019 and ending December 31, 2019 has been presented before the Board of Commissioners of the Fire District at its open public meeting of December 3, 2018; 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 \$1,410,922, which includes an amount to be raised by taxation of \$997,221, and Total Appropriations of \$1,410,922; 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 3, 2018 that the Annual Budget, including all related schedules, of the Fire District for the fiscal year beginning January 1, 2019 and ending December 31, 2019 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 22, 2019.

Douglas Wolfe  
Douglas Wolfe, District Clerk

12-03-18  
(Date)

Board of Commissioners Recorded Vote

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

**THE COMMISSIONERS OF FIRE DISTRICT NO. 2  
IN THE TOWNSHIP OF SOUTH BRUNSWICK, COUNTY OF MIDDLESEX**

**RESOLUTION #18-24**

**Resolution Providing for the Consideration of a Ballot Question at the Annual  
Election to be Held on Saturday, February 16, 2019**

WHEREAS, the annual election of the legal voters of Fire District No. 2, in the Township of South Brunswick, County of Middlesex, New Jersey ("Fire District") is to be held on Saturday, February 16, 2019 in the Fire District;

AND WHEREAS, in addition to the items to be considered at the annual election the following proposal shall be submitted;

**PROPOSAL**

**Shall the Board of Commissioners of Fire District No. 2 be given the authority to expend monies, in an amount not to exceed \$60,000 for the purchase of firefighting equipment and which will be paid for from funds held by the Fire District with no financing involved?**

NOW, THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex as follows:

- 1.) The Fire District hereby approves and adopts the proposal set forth above and, subject to the approval of legal voters of the Fire District, hereby determines to carry out same.
- 2.) Each member of the Board is hereby authorized to determine all matters and execute all documents and instruments in connection with the consideration of the proposal at said annual election, and the signatures of any member of the Board on such documents or instruments shall be conclusive as to such determinations.

The foregoing is a true copy of a resolution adopted by the governing body of South Brunswick Fire District No. 2 on December 3, 2018.

*Douglas Wolfe*  
Douglas Wolfe, District Clerk

12-03-18  
(Date)

**Board of Commissioners Recorded Vote**

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

**THE COMMISSIONERS OF FIRE DISTRICT NO. 2  
IN THE TOWNSHIP OF SOUTH BRUNSWICK, COUNTY OF MIDDLESEX**

**RESOLUTION #18-25**

**Resolution Providing for the Consideration of a Ballot Question at the Annual  
Election to be Held on Saturday, February 16, 2019**

WHEREAS, the annual election of the legal voters of Fire District No. 2, in the Township of South Brunswick, County of Middlesex, New Jersey ("Fire District") is to be held on Saturday, February 16, 2019 in the Fire District;

AND WHEREAS, in addition to the items to be considered at the annual election the following proposal shall be submitted;

**PROPOSAL**

**Shall the Board of Commissioners of Fire District No. 2 be given the authority to expend monies, in an amount not to exceed \$30,000 for the purchase of office equipment, including but not limited to, computer equipment, communications equipment, printers, copiers, and office furniture; all of which will be paid for from funds held by the Fire District with no financing involved?**

NOW, THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex as follows:

- 1.) The Fire District hereby approves and adopts the proposal set forth above and, subject to the approval of legal voters of the Fire District, hereby determines to carry out same.
- 2.) Each member of the Board is hereby authorized to determine all matters and execute all documents and instruments in connection with the consideration of the proposal at said annual election, and the signatures of any member of the Board on such documents or instruments shall be conclusive as to such determinations.

The foregoing is a true copy of a resolution adopted by the governing body of South Brunswick Fire District No. 2 on December 3, 2018.

*Douglas Wolfe*

Douglas Wolfe, District Clerk

*12-03-11*

(Date)

**Board of Commissioners Recorded Vote**

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

**THE COMMISSIONERS OF FIRE DISTRICT NO. 2  
IN THE TOWNSHIP OF SOUTH BRUNSWICK, COUNTY OF MIDDLESEX**

**RESOLUTION #18-26**

**Authorizing a One-Time Stipend to Fire District Coordinator Scott Smith**

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WHEREAS, Fire District Coordinator Scott Smith has worked both diligently and expeditiously to reorganize the Fire District's files following the recent passing of long-time Commissioner and District Clerk Roger Potts; and

WHEREAS, the Board of Fire Commissioners of Fire District No. 2 desire to express their sincere appreciation for Fire Coordinator Smith's outstanding efforts on behalf of the residents of the Fire District; and

WHEREAS, funds are available within the 2018 Fire District Budget;

NOW, THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 2 in the Township of South Brunswick, County of Middlesex as follows:

- 1.) Effective upon approval by the Board of Fire Commissioners, Fire Coordinator Smith shall receive a one-time stipend of \$1,500.00 that shall not be added to his base salary.

The foregoing is a true copy of a resolution adopted by the governing body of South Brunswick Fire District No. 2 on December 3, 2018.

*Douglas Wolfe*  
Douglas Wolfe, District Clerk

12-03-18  
(Date)

**Board of Commissioners Recorded Vote**

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