

## THE COMMISSIONERS OF WOODBRIDGE FIRE DISTRICT NO.4 KEASBEY

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### Minutes of the Fire District NO.4, Regular Meeting of January 18<sup>th</sup>, 2022

The Meeting was opened by board President Dwayne Jensen, four commissioners were in attendance, Hughes, was absent, the two accountants & attorney were not present or required to attend this meeting, the pledge of allegiance was said followed by a moment of silence.

#### 2022 Budget Hearing:

\_\_\_\_\_ Mr. Pawol, read the Resolution to adopt the 2022 operating budget for Fiscal Year Jan 1, to Dec 31, 2022. All four commissioners were in favor, and the budget will be offered to the registered voters on Saturday February 19<sup>th</sup>.

#### Minutes of the Previous Meeting:

\_\_\_\_\_ Mr. Pawol, read the minutes of the previous meeting, a motion was made by Mr. Krejci, to accept the report as read, seconded by Mr. Klose, all were in favor.

#### Treasures Report:

\_\_\_\_\_ The treasures report was read by Mr. Krejci, a motion was made by Mr. Jensen, to accept the report as read and to pay all bills, seconded by Mr. Klose, all were in favor. Pawol, abstained on CK # 14695 purchase of two shovels.

#### Buildings & Grounds:

\_\_\_\_\_ Mr. Pawol, reported that there was nothing new to report on for the month of January, other than the HVAC unit for both offices was replaced at a cost of \$5,600 Inside Air Heating & Cooling was called out again due to cooper line was leaking and the unit shutdown.

#### Insurance:

\_\_\_\_\_ No report.

#### Human Resources:

\_\_\_\_\_ Two Volunteer members were terminated from the fire company.

#### Finance & Budget:

\_\_\_\_\_ The auditor and account are working on the 2022 operating budget with the State of New Jersey, with a few changes that need to be made on the budget sent into the FAST system. Still waiting to hear from the DCA, to see if they approved the budget.

Trucks & Equipment:

\_\_\_\_\_ Mr. Jensen, reported that everything is running ok, pickup truck 436 had a dead battery, and was replaced on 1/16/22.

(3) new TICS were ordered and should be in sometime in February.

The new Bauer SCBA air compressor was ordered and should be in February or early March.

Communications:

\_\_\_\_\_ None.

Old Business:

\_\_\_\_\_ Firehouse maybe relocating to 177 & 199 Smith Street.

New Business:

\_\_\_\_\_ The Board of Fire Commissioners agreed to pass ( 11 )new resolutions at tonight's meeting, see a copy of each resolution attached to this report.

Jensen Landscaping & Maintenance submitted his proposal for the up coming year 2022, (3) commissioners voted to approve, and Mr. Jensen, abstained from voting on the contract.

Fire Hydrants:

\_\_\_\_\_ Report for the month of January, broken water main & hydrant located at 140 Smith Street, the Keasbey Post Office.

Fire Prevention

\_\_\_\_\_ See a board member for a copy of this months report if needed.

Fire Chief:


\_\_\_\_\_ No Report.

Public:

\_\_\_\_\_ None were in attendance.

Adjournment: Motion, Krejci, seconded by Klose, all were in favor, meeting adjourned at 7:26 P.M.

Respectfully Submitted



Robert J. Pawol, Secretary

Fire District NO.4. Keasbey

# 2022 ADOPTED BUDGET RESOLUTION

Woodbridge Township FD No. 4

**FISCAL YEAR: January 1, 2022 to December 31, 2022**

WHEREAS, the Annual Budget for the Woodbridge Township FD No. 4 (the 'Fire District') for the fiscal year beginning January 1, 2022 and ending December 31, 2022 has been presented for adoption before the Board of Commissioners of the Fire District at its open public meeting of December 28, 2021; and

WHEREAS, the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the adopted budget 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 presented for adoption reflects Total Revenues of \$1,676,393.99 which includes amount to be raised by taxation of \$991,222.00, and Total Appropriations of \$1,676,393.99; and

WHEREAS, an election shall be held annually on the third Saturday of February in each established fire district to determine the amount to be raised by taxation for the ensuing year;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District at an open public meeting held on December 28, 2021 that the Annual Budget of the Fire District for the fiscal year beginning January 1, 2022 and ending December 31, 2022 is hereby adopted and, shall constitute appropriations for the purposes stated and authorization of Total Revenues of \$1,676,393.99, which includes amount to be raised by taxation of \$991,222.00, and Total Appropriations of \$1,676,393.99; and

BE IT FURTHER RESOLVED, that the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

BE IT FURTHER RESOLVED, that an annual election shall be held on the third Saturday of February to determine the amount to be raised by taxation for the ensuing year. The results of which shall be subsequently certified to the Division and the Municipal Assessor.

Robert Pawol  
(Secretary's Signature)

1/18/2022  
(Date)

**Board of Commissioners Recorded Vote**

Member	Aye	Nay	Abstain	Absent
DWAYNE JENSEN	✓			
MARTIN KLOSE	✓			
WILLIAM KREJCI	✓			
MICHAEL HUGHES				✓
ROBERT PAWOL	✓			

**R E S O L U T I O N**

RESOLUTION TO AMEND THE 2022 BUDGET

FISCAL YEAR: FROM JANUARY 1, 2022 TO DECEMBER 31, 2022

**WHEREAS**, the Woodbridge Township Fire District #4 Budget for the Fiscal Year beginning on January 1, 2022 and ending on December 31, 2022, was approved on the 23<sup>rd</sup> day of November, 2021; and

**WHEREAS**, the Board desires to amend certain line items in the 2022 Budget.

**NOW, THEREFORE BE IT RESOLVED** by the Board of Commissioners of the Woodbridge Fire District #4 that the following amendments to the approved 2022 Budget be made:

**BUDGETED REVENUES**

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	<u>From</u>	<u>To</u>
Unrestricted Fund Balance	\$684,061.99	\$ 619,061.99
Total Revenues and Fund Balance Utilized	750,171.99	685,171.99

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Total Capital Appropriations	687,500.00	622,500.00
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**BE IT FURTHER RESOLVED** that two (2) certified copies of this resolution shall be filed forthwith with the Director of the Division of Local Government Services for the certification of the 2022 Fire District Budget as so amended.

Board of Commissioners:	Aye	Nay	Abstain	Absent
Jensen	✓			
Klose	✓			
Krejci	✓			
Hughes				✓
Pawol	✓			

*Robert Pawol*  
Secretary's Signature

Date *1/18/2022*

RESOLUTION

BOARD OF FIRE COMMISSIONERS

FIRE DISTRICT NO. 4

WHEREAS, the Treasurer of Fire District No. 4 reports that certain 2021 budget appropriations have insufficient balances to meet the 2021 expenditures, and

WHEREAS, certain other budget expenditures have balances in excess of their needs, now therefore,

BE IT RESOLVED that upon recommendation from the Treasurer and in accordance with NJSA 40A:14-78.9, that transfers from budget line items with excesses be authorized to budget items with insufficient balances.

FROM		TO	
A-12-2.2/M&R-Firehouse	<u>\$1,111.00</u>	A-10-3/Fire Prevention (FO)	\$ 1,011.00
		A-12-2.4/Communications	<u>100.00</u>
TOTAL	\$ <u>1,111.00</u>	TOTAL	\$ <u>1,111.00</u>

MOTION to accept resolution made by Comm. KLOSE, seconded by Comm. KREJCI, all in favor.

Dwayne Jensen	<u>✓</u>	Yes	___	No
Martin Klose	<u>✓</u>	Yes	___	No
Michael Hughes	___	Yes	___	No <i>ABSENT</i>
Robert Pawol	<u>✓</u>	Yes	___	No
William Krejci	<u>✓</u>	Yes	___	No

Adopted, January 18, 2022  
Date

*Robert J. Pawol*

THE COMMISSIONERS OF WOODBRIDGE FIRE DISTRICT NO.4, KEASBEY

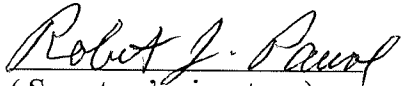
Resolution # 2022-08

LOSAP

WHEREAS, the Board of Fire Commissioners of Fire District No.4, of the Township of Woodbridge, County of Middlesex, by the way of resolution accepts Lincoln Financial Company as the LOSAP investment company for the year 2022. The Board of Fire Commissioners authorizes its Secretary to fully execute the resolution with a vote in tonight's meeting:

Board of Commissioners Recorded Vote

	AYE	NAY	ABSTAIN	ABSENT
JENSEN	✓			
KREJCI	✓			
HUGHES				✓
KLOSE	✓			
PAWOL	✓			

  
( Secretary's signature )

Dated: 1/18/22

THE COMMISSIONERS OF WOODBRIDGE TOWNSHIP FIRE DISTRICT NO.4

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RESOLUTION 2022-07

HIRING FULL TIME PAID FIREFIGHTERS

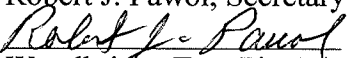
WHEREAS the Fire Commissioners of Fire District No.4 of the Township of Woodbridge are at all times desirous of maintaining a high level of fire suppression and fire prevention within the Fire District No.4 of the Township;

WHEREAS in order to protect the lives and property of the residents of Fire District No.4 of the Township of Woodbridge, the Board of Fire Commissioners of Fire District No.4 hereby authorize the creation, and hiring of (2) two full time paid firefighter positions within Fire District No.4 and a (3<sup>rd</sup>) firefighter to be hired at a later date in year 2022, subject to any and all applicable requirements of the New Jersey Civil Service Commission as to this appointment, for fire suppression to supplement the Volunteer Fire Department during daytime and evening hours.

NOW, THEREFORE, BE IT RESOLVED by the Fire Commissioners of Fire District No.4 of the Township of Woodbridge that pursuant to N.J.S.A. 40A:17-7; 40A:14-81 and 40A:14-81.1 the Board has approved the creation and hiring of (3) full time firefighter positions.

ADOPTED: 1/18/2022

I hereby certify that the above is a true and exact copy of the Resolution introduced by the Board of Fire Commissioners of the Township of Woodbridge at the regular meeting of the Board of Fire Commissioners of Fire District No.4 which was held on January 18, 2022.

Robert J. Pawol, Secretary  
  
Woodbridge Twp Fire Dist 4

Motion to accept resolution made by Comm. KREJCI seconded by  
Comm. KLOSE, all are in favor.

	Yes	No	Abstain	Absent
Jensen :	✓			
Krejci :	✓			
Klose :	✓			
Pawol :	✓			
Hughes:				✓

**THE COMMISSIONERS OF FIRE DISTRICT NO.4  
IN THE TOWNSHIP OF WOODBRIDGE, COUNTY OF MIDDLESEX**

**RESOLUTION # 2022-06**

Authorizing Appointment of Auditor  
Authorizing Appointment of Accountant  
Authorizing Appointment of Attorney

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WHEREAS, there exists a continuing need for professional services to be provided to the Commissioners of Fire District No.4 in the Township of Woodbridge, County of Middlesex, concerning various responsibilities undertaken by the Commissioners; and,


WHEREAS, the Commissioners are desirous of making appointments to the positions as referenced above for the year 2022; and,

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq, provides that a governing body may award a contract without public advertising for competitive bidding where the nature of said contract is in the form of a professional service.

NOW THEREFORE, be it RESOLVED by the Commissioners of FIRE DISTRICT NO.4 in the TOWNSHIP of WOODBRIDGE, COUNTY of MIDDLESEX, as follows:

- (1) Bart & Bart, CPA's is hereby appointed to provide auditing services to the Board of Fire Commissioners.
- (2) Maria Bucsanszky, E.A. Tax & Bookkeeping Services, LLC, is hereby appointed to provide accounting services to the Board of Fire Commissioners.
- (3) Richard A. Fazzari, Esq, is hereby appointed to provide legal services to the Board of Fire Commissioners relative to any and all issues presented to the Commissioners pursuant to any of its obligations or responsibilities.
- (4) This resolution and the notice of award of contract shall be available for public inspection.

Motion made by commissioner KREJCI seconded by KLOSE all in favor.

  
Secretary's Signature (DATE) 1/18/22



THE COMMISSIONERS OF WOODBRIDGE FIRE DISTRICT NO.4, KEASBEY

Resolution # 2022-05

Designating Surety Bonding for Treasurer, President, & Vice President

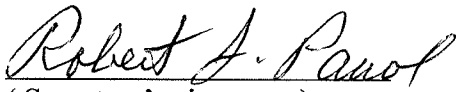
WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities, and the Fire District is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and,

WHEREAS, Subchapter 6, Section 5:31-6.1 provides that the fire district shall, by resolution, designate employees and officials required to furnish surety bonds and determine minimum bonds for each such employee and official; and

WHEREAS, the Commissioners of Fire District No.4 in the Township of Woodbridge, County of Middlesex, deem it necessary to provide bonding for the President, Vice President, and Treasurer of the Fire District.

NOW, THEREFORE, be it RESOLVED by the Commissioners of Fire District No.4 in the Township of Woodbridge, County of Middlesex; as follows;

- (1) All Commissioners shall be bonded in the amount of \$ 200,000.

  
( Secretary's signature )

Dated: 1/18/22

ROLL CALL	AYE	NAY	ABSTAIN	ABSENT
JENSEN	✓			
KREJCI	✓			
HUGHES				✓
KLOSE	✓			
PAWOL	✓			

THE COMMISSIONERS OF WOODBRIDGE FIRE DISTRICT NO.4, KEASBEY

Resolution # 2022-04

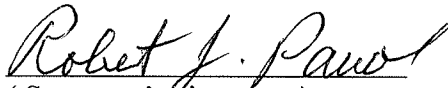
Adoption of Cash Management Plan

WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities and the fire district is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and

WHEREAS, Subchapter 3, Section 5:31-3.1 (a) provides that the governing body shall by resolution passed by not less than a majority of the full membership, adopt a cash management plan, which shall include the designation of a depository, the State of New Jersey Cash Management Fund or a public depository or depositories.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No.4 in the Township of Woodbridge, County of Middlesex, as follows;

- (1) This resolution shall act as a formal adoption by the Commissioners of a cash Management plan, which shall allow for official depositories of the Commissioners to be The Northfield Bank.

  
( Secretary's signature )

Dated: 1/18/22

ROLL CALL	AYE	NAY	ABSTAIN	ABSENT
JENSEN	✓			
KREJCI	✓			
HUGHES				✓
KLOSE	✓			
PAWOL	✓			

THE COMMISSIONERS OF WOODBRIDGE FIRE DISTRICT NO.4, KEASBEY

Resolution # 2022-03

Authorizing Approval and Payment of Claims

WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities, and the fire district is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and

WHEREAS, Subchapter 4, Section 5:31-4.1 (e) provides that payment of claims by the fire district shall be by check on the fire district and signed by the governing body chairman, the chief financial officer and countersigned by such other officer or officials as designated by resolution; and


WHEREAS, Subchapter 4, Section 5:31-4.2 further provides that the Commissioners, at their reorganization meeting, designate, by resolution, the individuals whose signatures shall appear on checks drawn upon the treasury of the Commissioners; and

WHEREAS, Subchapter 4, Section 5:31-4.1 (f) provides that the Commissioners shall, by resolution passed by not less than the majority of the full membership, further designate the manner in which the time in which salaries, wages, or other compensation for services shall be paid.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No.4 in the Township of Woodbridge, County of Middlesex, as follows;

(1) The checks as issued by the Commissioners for payment of claims shall be signed by the President, Treasurer, and countersigned by one other Commissioner in order that the Commissioners comply with the rules and regulations as promulgated by the Local Finance Board and as set forth herein.

(2) The manner in which and the time in which compensation for services rendered by employees of the Commissioners shall be paid in accordance with individual contracts. The Commissioners salaries shall be paid as determined by the Commissioners.

  
( Secretary's signature )

Dated: 1/18/22

ROLL CALL	AYE	NAY	ABSTAIN	ABSENT
JENSEN	✓			
KREJCI	✓			
HUGHES				✓
KLOSE	✓			
PAWOL	✓			

THE COMMISSIONERS OF WOODBRIDGE FIRE DISTRICT NO. 4, KEASBEY

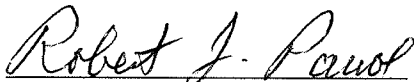
Resolution # 2022-02

Authorizing Payment of Payroll Deductions  
As Employers For Payroll Taxes and PERS/DCRP/PFRS Payments

WHEREAS, The Fire Commissioners of Fire District No.4 are eligible to join the Public Employee's Retirement System (PERS ) the Defined Contribution Retirement Plan (DCRP) and the Police and Firemen's Retirement System (PFRS) and certain payroll taxes and PERS/DCRP/PFRS payments are required to be paid by the employer.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District no.4 in the Township of Woodbridge, County of Middlesex, as follows;

The Board of Fire Commissioners of Fire District No.4 will pay all payroll taxes and PERS/DCRP/PFRS payments as required as the employer.

  
( Secretary's signature )

Dated: 1/18/22

ROLL CALL:	AYE	NAY	ABSTAIN	ABSENT
JENSEN	✓			
KREJCI	✓			
HUGHES				✓
KLOSE	✓			
PAWOL	✓			

THE COMMISSIONERS OF WOODBRIDGE FIRE DISTRICT NO.4, KEASBEY

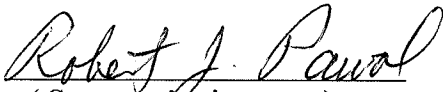
Resolution # 2022-01

Designation of Official Newspaper for Publications

WHEREAS, the Commissioners of Fire District No.4 in the Township of Woodbridge, County of Middlesex, must by statutory law, publish various items in order to comply with said requirements of statutory law; and

WHEREAS, the Commissioners are desirous of designation various newspapers as official newspaper in which the Commissioners may publish its various items during 2022.

(1) The official newspaper in which the Commissioners will publish all required notices or other items during 2022 pursuant to New Jersey statutes shall be The Home News Tribune, unless said New Jersey statutory law otherwise mandates that a newspaper other than the one as referenced herein be used for said publications.

  
( Secretary's signature )

Dated: 1/18/22

ROLL CALL	AYE	NAY	ABSTAIN	ABSENT
JENSEN	✓			
KREJCI	✓			
HUGHES				✓
KLOSE	✓			
PAWOL	✓			

JANUARY 2022

Keasbey Fire District # 4

~~DECEMBER 2021 - BILL LIST~~

01/13/22

December 29, 2021 through January 18, 2022

Date	Num	Name	Memo	Amount
<b>Northfield Bank</b>				
12/29/2021	14680	MAPLECREST	Customer #1481 2013 Chev Tahoe - Oil Change	-42.33
12/29/2021	14681	NJ ADVANCE MEDIA(HOME NE...	Acct# ASB-099467 - Notice of 2022 Regular Meetings	-73.70
01/03/2022	14678	FIRE & SAFETY SERVICES, LTD.	Downpayment on Fire Truck	-525,000.00
01/03/2022	14679	VESOLIFE	Policy #G-2276-278 Volunteer Life Insurance Policy January ...	-223.95
01/03/2022	14683	Parker Web Services	Annual Fee Domain Name Registration & Web Maintenance...	-1,563.00
01/04/2022	14684	NJ ADVANCE MEDIA(HOME NE...	Acct# ASB-099467 - Notice Proposed 2022 Budget	-21.50
01/04/2022	14685	NJ ADVANCED MEDIA (STAR LE...	A/C#1135477 Notice 2022 Meeting Dates Calendar	-128.80
01/04/2022	14686	READY REFRESH	Acct #0427418157- Rent, Paper Inv Fee,Late Fees	-47.00
01/04/2022	14687	WEX BANK	Account #0496-00-227423-1 Fuel -December 2021	-286.72
01/13/2022	14688	BOARD OF FIRE COMMISSIONE...	Dispatch - January 2022	-3,455.00
01/13/2022	14689	ELIZABETHTOWN GAS	Gas - Acct# 0488199640 11/18/2021 - 12/18/2021	-71.60
01/13/2022	14690	FIRE & SAFETY SERVICES, LTD.	Engine 4-1 "New" - Replaced Damaged Hose Bed Door	-6,605.65
01/13/2022	14691	MARIA BUCSANSZKY, E.A.	Monthly Fee - January 2022	-1,368.75
01/13/2022	14692	Middlesex Water - Building	Acct#4350200000-Water Usage - 09/23/2021 - 12/22/2021	-395.07
01/13/2022	14693	PNC Equipment Finance	Lease #211154000 - 12/26/2020 - 01/25/2021	-73,478.00
01/13/2022	14694	PSE&G	Acct# 67 041 530 04 - Electric 11/30/2021 - 12/29/2021	-690.87
01/13/2022	14695	ROBERT PAWOL	Reimbursement - 2 Snow Shovels	-36.21
01/13/2022	14696	VESOLIFE	Policy #G-2276-278 Volunteer Life Insurance Policy Februar...	-223.95
01/13/2022	14697	MIDDLESEX WATER CO	Account #3605116364-Hydrant Bill - January 2022	-4,353.57
Total Northfield Bank				-618,065.67
<b>TOTAL</b>				<b>-618,065.67</b>

01/13/22

**Keasbey Fire District # 4**  
**TREASURER'S REPORT**  
As of January 18, 2022

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	<u>Jan 18, 22</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Northfield Bank	1,062,942.92
Petty Cash	600.00
Total Checking/Savings	<u>1,063,542.92</u>
Total Current Assets	<u>1,063,542.92</u>
<b>TOTAL ASSETS</b>	<u><u>1,063,542.92</u></u>
<b>LIABILITIES &amp; EQUITY</b>	0.00