

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

---

Minutes of the Fire District No.4, Regular Monthly Meeting of January 23<sup>rd</sup>, 2024

The January 23<sup>rd</sup>, 2024 board meeting was opened up by Krejci, commissioners in attendance were, R. Polidura, D. Ortiz-Polidura, & Pawol. The two accountants and attorney were not present or required to attend this meeting. The pledge of allegiance was said followed by a moment of silence.

Minutes of the Previous Meeting:

\_\_\_\_\_  
Mr. Pawol, read the minutes of the previous meeting, a motion was made by Mr. Polidura, seconded by D. Polidura, all were in favor.

Treasures Report:

\_\_\_\_\_  
The treasures report was read by Mr. Polidura, a motion was made by Pawol, to accept the report as read and to pay all bills, seconded by D. Polidura, all were in favor. Pawol, abstained on check # 15346, 15351, 15353.

Buildings & Grounds:

\_\_\_\_\_  
Pawol, will be contacting a few tree service companies for estimates on (3) trees that need to be removed and have the stumps ground down.

Insurance:

\_\_\_\_\_ The Selective Insurance policy is due for renewal in February, we have not received the invoice in the mail.

Fire Hydrants: \_\_\_\_\_ D. Polidura, reported all hydrants are ok, in the fire district.

Human Resources:

\_\_\_\_\_ Nothing to report on.

Finance & Budget :

\_\_\_\_\_ Nothing new to report on, we are waiting for the Middlesex County Board of Elections, to send over the mail-in ballot count for the fire district election. (4) commissioners will be on the ballot this February with two 3 year terms & two 1-year terms,

Trucks & Equipment:

Nothing new to report on this meeting, all apparatus are operating ok, our new Pierce Ladder 424 had a recall for a wiring harness replaced by Fire & Safety Services Ltd. We are waiting for the new 2024 Ford command vehicle to be completed at the factory and shipped to Winner Ford Cherry Hill, NJ.

Communications:

Nothing to report on this meeting.

Old Business:

None.

New Business :

D. Ortiz-Polidura, read the following resolutions, all were approved by the Board members who were present: Total of (7) resolutions for Authorizing Approval & Payment of Claims, Designating Surety Bonding, Adoption of Cash Management Plan, Authorizing Appointment of Auditor, Accountant, Attorney, Designation of Home News Tribune Official Newspaper, Authorizing Payments of Payroll Deductions for Taxes, PERS,DCRP,PFRS.

We also approved a signed agreement with Continuity Operations Group, for Grant Writing & Management services for 2024.

Fire Chief :Reported 25 calls year to date.

Fire Prevention: No report.

Fire Company: Martin Klose, was terminated from the fire department, and a certified letter was mailed to his address on 333 Crowsmill road.

Adjournment: Motion, Pawol, seconded by ~~Klose~~ *Klose*, all were in favor, meeting adjourned at 7:24P.M.

Respectfully Submitted,

*Robert J. Pawol*  
Robert J. Pawol, Secretary  
Fire District No.4, Keasbey

THE COMMISSIONERS OF WOODBRIDGE FIRE DISTRICT NO.4, KEASBEY

Resolution # 2024-01

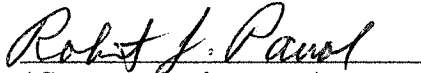
Adoption of Cash Management Plan

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: 1/23/24

ROLL CALL      AYE                      NAY                      ABSTAIN                      ABSENT

KREJCI  
POLIDURA  
ORTIZ-POLIDURA  
PAWOL

✓  
✓  
✓  
✓

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

**RESOLUTION # 2023-02**

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

---

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 2024; 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 Polivara seconded by KRBJCI all in favor.

Robert J. Pawol  
Secretary's Signature (DATE) 1/23/24

THE COMMISSIONERS OF WOODBRIDGE FIRE DISTRICT NO.4, KEASBEY

Resolution # 2024-03

Designating Surety Bonding for Treasurer, President, & Vice President

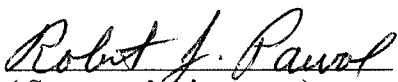
WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities, and the Fire District is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and,

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: 1/23/24

ROLL CALL	AYE	NAY	ABSTAIN	ABSENT
KREJCI	✓			
POLIDURA	✓			
ORTIZE-POLIDURA	✓			
PAWOL	✓			

01/22/24

**Keasbey Fire District # 4**  
**JANUARY 2024 - BILL LIST**  
December 27, 2023 through January 23, 2024

Date	Num	Name	Memo	Amount
<b>Northfield Bank</b>				
12/27/2023	15337	Dekoff's P.A. Lock Co	Changed Locks @ Firehouse	-210.00
01/02/2024	15341	PNC Equipment Finance LLC	LEASE #211154000 12/26/2023-01/25/2024 - INVOICE #18...	-73,478.00
01/03/2024	15342	Delta Dental	Account #09683 Group #09683-00003E/ 01/01/2024 - 01/31/...	-127.20
01/03/2024	15343	Firehouse Innovations LI	Training Equipment	-12,120.00
01/03/2024	15344	JOHN MANNA	Driver Training Rescue 4 - 4 Hours	-72.00
01/03/2024	15345	READY REFRESH	Acct #0427418157- Cups, 5 Gal, Paper Invoice, Delivery, Rent	-394.65
01/03/2024	15346	ROBERT PAWOL	Reimbursement - 2013 CHEV Tahoe Door Panel	-565.70
01/16/2024	15347	Delta Dental	Account #09683 Group #09683-00003E/ 02/01/2024 - 02/29/...	-127.20
01/16/2024	15348	ELIZABETHTOWN GAS	Gas - Acct# 0488199640 - 11/18/2023 - 12/18/2023	-505.90
01/16/2024	15349	Knox Company	Key Supports / Mounting Bracket	-2,033.00
01/16/2024	15350	Middlesex Water - Building	Acct#4350200000-Water Usage - 09/25/2023 - 12/21/2023	-571.91
01/16/2024	15351	ROBERT PAWOL	Reimbursement - Refreshments	-538.88
01/16/2024	15352	W. S. Darley & Co.	C/S # 400295963 (5) Gloves	-353.21
01/16/2024	15353	ROBERT PAWOL	Reimbursement - Helmet Replacement Earlaps and Liner	-298.12
01/19/2024	15354	Fit-Rite Uniform Company, Inc	(5) BDU Pants (6) Custom Shirts/William Drake	-977.99
01/19/2024	TEPS	DIVISION OF PENSIONS & BENE...	HEALTH BENEFITS - January 2024	-3,369.21
01/22/2024	15364	COMCAST	Acct #8499053400889416-Phone & Internet	-580.86
01/22/2024	15365	VSP Insurance CO	Ac#40157520 January 2024	-186.90
01/23/2024	15355	ADVANCED AUTO PARTS	Customer# 1846063730 - Supplies	-87.88
01/23/2024	15356	BOARD OF FIRE COMMISSIONE...	Dispatch - January 2024	-3,612.50
01/23/2024	15357	CONFIRE FIRE PROTECTION	Extinguisher Inspection	-362.50
01/23/2024	15358	MARIA BUCSANSZKY, E.A.	Monthly Fee - January 2024	-1,750.00
01/23/2024	15359	MIDDLESEX WATER CO	Account #3605116364-Hydrant Bill - January 2024	-4,554.11
01/23/2024	15360	PSE&G	Acct# 67 041 530 04 - Electric 11/30/2023-12/29/2023	-877.13
01/23/2024	15361	Richard A Fazzari	File #9290 Annual Retainer 2024	-10,000.00
01/23/2024	15362	WEX BANK	Account #0496-00-227423-1 Fuel - December 2023	-172.46
01/23/2024	15363	William Drake	Reimbursement - Office Supplies	-608.04
Total Northfield Bank				-118,535.35
<b>TOTAL</b>				<b>-118,535.35</b>

01/22/24

**Keasbey Fire District # 4**  
**TREASURER'S REPORT**  
As of January 23, 2024

---

	<u>Jan 23, 24</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Northfield Bank	1,634,179.80
Petty Cash	600.00
	<hr/>
Total Checking/Savings	1,634,779.80
	<hr/>
Total Current Assets	1,634,779.80
	<hr/>
<b>TOTAL ASSETS</b>	<b>1,634,779.80</b>
	<hr/> <hr/>
<b>LIABILITIES &amp; EQUITY</b>	0.00