

THE COMMISSIONERS OF WOODBRIDGE FIRE DISTRICT NO.4 KEASBEY

Minutes of the Fire District No.4, Regular Monthly Meeting of February 28th, 2023

The February 28th, 2023 board meeting was opened up by Robert Pawol, commissioners in attendance were, Klose, Polidura, Krejci, excused, Jensen, was absent.. 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 Mr. Klose, all were in favor.

Treasures Report:

The treasures report was read by Mr. Polidura, a motion was made by Mr. Pawol, to accept the report as read and to pay all bills, seconded by Mr. Klose, all were in favor. Pawol, abstained on check # 14986, 14992,15028.

Buildings & Grounds:

Jensen Landscaping ,was awarded a temporary contract from January 1, 2023 to April 30th, 2023 for snow plowing, salting, and mulching of the flower & shrub beds for an amount of \$3,000.00 payable in March, all three commissioners were favor.

Insurance:

_____The Selective Insurance policy is due for renewal, we just received the invoice in the mail today.

Fire Hydrants: _____ Mr. Klose, 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 results.

Trucks & Equipment:

Nothing new to report on this meeting, our new Pierce Ladder still in production at the plant.

Communications:

_____ Nothing to report on this meeting.

Old Business:

_____ None.

New Business :

_____ Mr. Pawol, read the following resolutions, all were approved by the Board members who were present: Authorizing Appointment for Fire Official, 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.

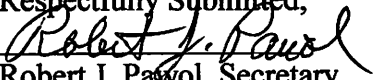
We also approved a maintenance agreement with TSI Company, for the Fit-Test Machine, service & calibration (2) year plan in the amount of \$1,515.00, all were in favor.

Fire Chief :No Report.

Fire Prevention: _____ No report.

Adjournment: Motion, Pawol, seconded by Klose, all were in favor, meeting adjourned at 7:40 P.M.

Respectfully Submitted,


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

THE COMMISSIONERS OF WOODBRIDGE TWP FIRE DISTRICT NO.4, KEASBEY

RESOLUTION 2023- 02

AUTHORIZING APPOINTMENT OF FIRE OFFICAL

WHEREAS, the Commissioners of Fire District No. 4, in the Township of Woodbridge, N.J. County of Middlesex, have appointed the position of Fire Official to William Drake, who will serve in this capacity; and

WHERAS, the commissioners wish to formalize the position of Fire Official by making an appointment to the position as referenced above for one year; and

NOW, THERFORE, be it Resolved William Drake, is hereby re-appointed to the position of Fire Official for the period of one year effective March 1, 2023 through February 28, 2024 by the Commissioners of Fire District No. 4, in the Township of Woodbridge, County of Middlesex.

The Aforementioned Resolution was introduced by: Commissioner POLIDURA and it was seconded by: Commissioner KLOSE All were in favor.

Roll Call	Yes	No	Absent	Abstain
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Jensen				
Krejci			✓	
Polidura				
Pawol				
Klose				

Dated: February 28, 2023

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

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.

Robert J. Pangel
(Secretary's signature)

Dated: 2/28/23

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

Resolution # 2023-04

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.

Robert J. Pawol
(Secretary's signature)

Dated: 2/28/23

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

THE COMMISSIONERS OF WOODBRIDGE FIRE DISTRICT NO.4, KEASBEY

Resolution # 2023-05

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.

Robert J. Pawol
(Secretary's signature)

Dated: 2/28/23

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

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

RESOLUTION # 2023-06

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 2023; 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 Poliana seconded by Klose all in favor.

Robert J. Paul
Secretary's Signature (DATE) 2/28/23

THE COMMISSIONERS OF WOODBRIDGE FIRE DISTRICT NO.4, KEASBEY

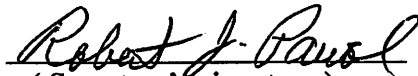
Resolution # 2023-07

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 2023.

(1) The official newspaper in which the Commissioners will publish all required notices or other items during 2023 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: 2/28/23

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

THE COMMISSIONERS OF WOODBRIDGE FIRE DISTRICT NO. 4, KEASBEY

Resolution # 2023-08

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: 2/28/23

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

02/27/23

Keasbey Fire District # 4
FEBRUARY 2023 - BILL LIST
 January 24 through February 28, 2023

Date	Num	Name	Memo	Amount
Northfield Bank				
01/24/2023	14976	ADVANCED AUTO PARTS	Customer# 1846063730 - Supplies	-60.66
01/24/2023	14977	BART & HENNESSY CPAS	Preparation of 2023 Budget Publication	-1,700.00
01/24/2023	14978	Chris Lelong	8 Hrs Training New Hires/Driver Training 01/11/2023	-240.00
01/24/2023	14979	Dillon Jensen	Training: 3 New Members- 16 Hours 01/10/2023 & 01/13/2023	-480.00
01/24/2023	14980	DWAYNE JENSEN	Reimbursement - Kitchen Supplies	-589.69
01/24/2023	14981	INSIDE AIR HEATING & COOLING	Charged Heating & AC Units	-1,372.00
01/24/2023	14982	LUIS MONTALVO	8 Hr Training New Hires - 01092023	-144.00
01/24/2023	14983	MIDDLESEX WATER CO	Account #3605116364-Hydrant Bill - January 2023	-4,553.39
01/24/2023	14984	PSE&G	Acct# 67 041 530 04 - Electric 12/01/2022 - 12/29/2022	-901.00
01/24/2023	14985	Richard A Fazzari	File #7157 Annual Retainer 2023	-10,000.00
01/24/2023	14986	ROBERT PAWOL	Reimbursement - Motorola XTS 1500 Batteries (6)	-424.25
01/24/2023	14987	STAPLES CREDIT PLAN	Acct# 601110007029788 - Supplies	-196.12
01/25/2023	14988	COMCAST	Acct #8499053400889416-Phone & Internet	-535.55
01/25/2023	14989	Dillon Jensen	Training: 3 New Members- 16 Hours 01/18/2023 & 01/20/2023	-480.00
01/25/2023	14990	LUIS MONTALVO	8 Hr Training New Hires - 01/16/2023	-144.00
01/25/2023	14991	FIRE & SAFETY SERVICES, LTD.	Engine 4-1 "New" - Check Engine Light On	-300.00
01/25/2023	14992	ROBERT PAWOL	Reimbursement - Motorola XTS 1500 Batteries (6)	-234.00
02/13/2023	14994	ACE WALCO PEST CONTROL	A/C# 1000818-Monthly Pest Control Service	-93.35
02/13/2023	14995	ALEX SALGADO	Supplies	-200.77
02/13/2023	14996	BOARD OF FIRE COMMISSIONE...	Dispatch - February 2023	-3,524.42
02/13/2023	14997	Chris Lelong	8 Hrs Training New Hires/Driver Training 01/23/2023	-240.00
02/13/2023	14998	CONFIRE FIRE PROTECTION	Annual Extinguisher Inspection	-330.50
02/13/2023	14999	Dillon Jensen	Training: 3 New Members- 8 Hours 01/25/2023	-240.00
02/13/2023	15000	ELIZABETHTOWN GAS	Gas - Acct# 0488199640 - 12/19/2022-01/18/2023	-598.20
02/13/2023	15001	Jack Croft	7 Hrs Training - New Hires 02/07/2023	-126.00
02/13/2023	15002	LUIS MONTALVO	5 1/2 Hrs Training New Hires - 01/23/2023	-110.00
02/13/2023	15003	MARIA BUCSANSZKY, E.A.	Monthly Fee - February 2023	-1,500.00
02/13/2023	15004	MATT WINKLER	Poll Worker - Fire Election February 18, 2023	-175.00
02/13/2023	15005	MIDDLESEX WATER CO	Account #3605116364-Hydrant Bill - February 2023	-4,554.10
02/13/2023	15006	NJ ADVANCE MEDIA(HOME NE...	Acct# ASB-099467 - Notice Fire Election February 18, 2023	-81.02
02/13/2023	15007	PSE&G	Acct# 67 041 530 04 - Electric 12/30/2023-01/30/2023	-903.25
02/13/2023	15008	READY REFRESH	Acct #0427418157- Paper Invoice, Late Charges, Rent	-55.00
02/13/2023	15009	Roseann Winkler	Poll Worker -Fire Election February 18, 2023	-175.00
02/13/2023	15010	The Language Center	2023 Election Ballot Translation	-150.00
02/13/2023	15011	Turnout Fire & Safety	Uniforms/Classen	-173.50
02/13/2023	15012	WEX BANK	Account #0496-00-227423-1 Fuel - January 2023	-667.36
02/13/2023	15013	Chris Lelong	8 Hrs Training New Hires/Driver Training 02/08/2023	-240.00
02/13/2023	15014	Dillon Jensen	Training: 3 New Members- 16 Hrs 02/01/2023 & 02/03/2023	-480.00
02/13/2023	15015	LUIS MONTALVO	8 Hrs Training New Hires - 02/06/2023	-144.00
02/13/2023	15016	Dillon Jensen	Training: 3 New Members- 16 Hrs 01/18/2023 & 01/20/2023	-480.00
02/13/2023	15017	LUIS MONTALVO	15 Hrs Training New Hires - 01/27/2023 & 01/30/2023	-270.00
02/13/2023	15018	LUIS MONTALVO	8 Hrs Training New Hires - 01/16/2023	-144.00
02/20/2023	15023	ADVANCED AUTO PARTS	Customer# 1846063730 - Supplies	-118.30
02/20/2023	15024	ALEX SALGADO	Repaired Light Bar on Chiefs Veh 4-3-1 & Electrical Repairs ...	-216.00
02/20/2023	15025	Delta Dental	Account #09683 Group #09683-00003E/ 03/01/2023 - 03/31/...	-254.90
02/20/2023	15026	Dillon Jensen	Training: 3 New Members- 10 Hrs 02/07/2023 & 02/10/2023	-300.00
02/20/2023	15027	Protection Fire Co #1	Reimbursement - Sept 2023 Hospitality Room Viking Motel	-482.00
02/20/2023	15028	ROBERT PAWOL	Reimbursement - 3 Streamlight Survivor LED Flashlights w/ ...	-468.00
02/20/2023	15029	Uline	C/S#14597629 - Trauma Kit & Eyewash Travel Packs	-789.55
Total Northfield Bank				-40,638.88
TOTAL				-40,638.88

02/27/23

Keasbey Fire District # 4
TREASURER'S REPORT
As of February 28, 2023

	<u>Feb 28, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
Northfield Bank	1,243,579.38
Petty Cash	600.00
Total Checking/Savings	<u>1,244,179.38</u>
Total Current Assets	<u>1,244,179.38</u>
TOTAL ASSETS	<u><u>1,244,179.38</u></u>
LIABILITIES & EQUITY	0.00