

**SPECIAL MEETING MINUTES
BOARD OF FIRE COMMISSIONERS
HOPEWELL BOROUGH DISTRICT NO. 1
May 23, 2012**

PRESENT: Cmsr. Anderson
Cmsr. Evans
Chair Morehouse
Cmsr. Reichman
ABSENT: Cmsr. Bovenizer

CALL TO ORDER: The meeting was called to order by Chairman Morehouse after proof of publication and special notice (Hopewell Valley News, Times of Trenton, public posting) for the purpose of discussing options for financing the tanker, the SCBA, and the radio purchases, awarding contracts for same should it be determined to do so, as well as conducting all such other business as may be presented.

AIR PACKS (SCBA): Cmsr. Evans spoke with Local Finance Board representative Byron Clark confirming that our fire district's February application for financing was approved and the mode of purchase (public bid vs. State Contract) is not an issue. The authority of the cooperative pricing organization has also been approved. The LFB is reviewing the Township's financing application at this time.

TANKER: Legal and/or technical disqualifications were found in each of the bidders' proposals. Price considerations were also taken into account. On a motion by Cmsr. Morehouse and seconded by Cmsr. Evans, Resolution 2012-015 was proposed. The board approved Resolution 2012-015 rejecting for cause all bids for the tanker received at the April meeting and authorizing the project to be re-bid, returnable at the board's regular meeting on June 13, 2012.

FEMA RADIO GRANT and RADIO PURCHASE: The most current information is that FEMA will *not* require that headsets be purchased as part of the radio package. As a result, the fire district's share of the purchase price should be \$22,193.00. The treasurer certified there were sufficient funds in the budget to encumber \$24,000.00 to cover the cost of the equipment and participation expenses. On a motion by Cmsr. Morehouse and seconded by Cmsr. Anderson, Resolution 2012-016 was proposed. The board approved Resolution 2012-016 authorizing the fire district's participation in the FEMA Regional Communications Grant hosted by Hamilton Township Fire District No. 3 and authorizing the purchase of radios and equipment through the FEMA Grant to comply with the FCC narrow banding mandate scheduled to go into effect in January, 2013.

FIRE HOUSE PURCHASE: There is an underground oil tank on the premises that will require removal and testing prior to the sale from the borough to the fire company being consummated.

ADJOURNMENT: There being no further business to come before the board, on a motion by Cmsr. Reichman and seconded by Cmsr. Anderson, the meeting adjourned at 8:20 pm.

Hopewell Borough Bd. of Fire Cmsrs.
Bills by Vendor 2012 Budget
 June 13, 2012

Date	Name	Memo	Account	Amount
AIRCRAFT DYNAMICS CORPORATION				
6/12/2012	AIRCRAFT DYNAMICS COR...	Refurbish Robopak	EQUIPMENT MAINT...	259.00
Total AIRCRAFT DYNAMICS CORPORATION				259.00
AT&T				
6/12/2012	AT&T	Long distance svc to 5/10/12	TELEPHONES	74.80
Total AT&T				74.80
BREATHE SAFE				
6/12/2012	BREATHE SAFE	Gas detector calibrations	EQUIPMENT MAINT...	215.00
6/12/2012	BREATHE SAFE	Slide button assembly/repair	EQUIPMENT MAINT...	281.50
Total BREATHE SAFE				496.50
C&H ENTERPRISES				
6/12/2012	C&H ENTERPRISES	Cleaning svc- May	JANITORIAL/WAST...	346.30
Total C&H ENTERPRISES				346.30
COMMUNITY SAFETY CONSULTANTS				
6/12/2012	COMMUNITY SAFETY CON...	Bandaging/splinting/summer emergencies	TRAINING	400.00
Total COMMUNITY SAFETY CONSULTANTS				400.00
CROWN TROPHY OF FLEMINGTON				
6/12/2012	CROWN TROPHY OF FLEM...	Gear rack nameplates	FD BUDGET	40.00
Total CROWN TROPHY OF FLEMINGTON				40.00
DOCUSAFE RECORDS MANAGEMENT				
6/12/2012	DOCUSAFE RECORDS MA...	Records storage- June	RECORDS MAINTEN...	45.00
Total DOCUSAFE RECORDS MANAGEMENT				45.00
GRISWOLD, BARBARA S.				
6/12/2012	GRISWOLD, BARBARA S.	2nd qtr legal svcs	LEGAL FEES	1,000.00
6/12/2012	GRISWOLD, BARBARA S.	Minutes- Mar, Apr, May	CLERK	525.00
Total GRISWOLD, BARBARA S.				1,525.00
HOPEWELL AUTO PARTS				
6/12/2012	HOPEWELL AUTO PARTS	Misc. parts/supplies	EMU VEHICLE MAIN...	35.56
6/12/2012	HOPEWELL AUTO PARTS	Misc. parts/supplies	FIRE VEHICLE MAI...	27.80
Total HOPEWELL AUTO PARTS				63.36
HOPEWELL FIRE DEPT. ADMIN.				
6/12/2012	HOPEWELL FIRE DEPT. AD...	Payment 4 of 4 Chief's command vehicle	FIRST RESPONSE ...	7,465.75
6/12/2012	HOPEWELL FIRE DEPT. AD...	AED pads/CPR cards	TRAINING	303.43
6/12/2012	HOPEWELL FIRE DEPT. AD...	2012 Budget allocation	FIRE DEPT. ADMIN.	5,000.00
6/12/2012	HOPEWELL FIRE DEPT. AD...	CPR cards	COMMUNITY SERVI...	701.00
6/12/2012	HOPEWELL FIRE DEPT. AD...	Ambulance tracphones minutes	TELEPHONES	85.56
6/12/2012	HOPEWELL FIRE DEPT. AD...	Health fair refreshments	EMU BUDGET	12.08
Total HOPEWELL FIRE DEPT. ADMIN.				13,567.82
INVERSO & STEWART				
6/12/2012	INVERSO & STEWART	2011 Audit	ACCOUNTING	3,200.00
Total INVERSO & STEWART				3,200.00
LADIES AUXILIARY OF HOPEWELL				
6/12/2012	LADIES AUXILIARY OF HO...	2012 Budget allocation	LADIES' AUXILIARY	2,000.00
Total LADIES AUXILIARY OF HOPEWELL				2,000.00
PRINCETON PACKET, INC				
6/12/2012	PRINCETON PACKET, INC	Legal- Special meeting notice/Notice of Bid	ADVERTISING	63.48
Total PRINCETON PACKET, INC				63.48
SELECTIVE INSURANCE COMPANY OF AMERICA				
6/12/2012	SELECTIVE INSURANCE C...	Workers Comp/Commercial Pkg	INSURANCE	13,506.00
Total SELECTIVE INSURANCE COMPANY OF AMERICA				13,506.00
SKYLANDS FIRE EQUIPMENT				
6/12/2012	SKYLANDS FIRE EQUIPME...	Fire gear 4 sets	UNIFORMS--FIRE (F...	10,638.64
Total SKYLANDS FIRE EQUIPMENT				10,638.64

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<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
SMITH, DEBORAH L.				
6/12/2012	SMITH, DEBORAH L.	Clerical/bookkeeping to 6/12/12	CLERK	640.00
Total SMITH, DEBORAH L.				640.00
STEWART'S TOWING				
6/12/2012	STEWART'S TOWING	Towing U52	FIRE VEHICLE MAI...	100.00
Total STEWART'S TOWING				100.00
THE TIMES				
6/12/2012	THE TIMES	Legal-Special meeting/Notice of bid	ADVERTISING	85.96
Total THE TIMES				85.96
VALLEY OIL COMPANY				
6/12/2012	VALLEY OIL COMPANY		VEHICLE FUEL	0.00
6/12/2012	VALLEY OIL COMPANY	Fuel purchases- May	VEHICLE FUEL	815.56
Total VALLEY OIL COMPANY				815.56
VERIZON				
6/12/2012	VERIZON	Telephone svc to 6/3 & 7/3	TELEPHONES	330.14
Total VERIZON				330.14
VERIZON COMMUNICATIONS				
6/12/2012	VERIZON COMMUNICATIO...	Broadband svc to5/31 & 6/30	TELEPHONES	137.98
Total VERIZON COMMUNICATIONS				137.98
VERIZON WIRELESS				
6/12/2012	VERIZON WIRELESS	Broadband svc emer. veh to 6/23	TELEPHONES	80.02
Total VERIZON WIRELESS				80.02
VIKING				
6/12/2012	VIKING	Pest svc- Mar-June	UTILITIES	364.44
Total VIKING				364.44
WASTE MANAGEMENT OF NJ				
6/12/2012	WASTE MANAGEMENT OF ...	Container svc- June	JANITORIAL/WAST...	150.00
Total WASTE MANAGEMENT OF NJ				150.00
WATCHUNG SPRING WATER CO. INC.				
6/12/2012	WATCHUNG SPRING WAT...	Cooler rentals & water 4/19-5/16	FD BUDGET	392.03
Total WATCHUNG SPRING WATER CO. INC.				392.03
WELLS FARGO FINANCIAL LEASING				
6/12/2012	WELLS FARGO FINANCIAL ...	Copier lease- Jun & Jul	VOLUNTEER ADMIN	200.00
Total WELLS FARGO FINANCIAL LEASING				200.00
TOTAL				<u>49,522.03</u>

Hopewell Borough Bd. of Fire Cmsrs.

2012 Budget

June 13, 2012

Accrual Basis

	Jan - Dec 12	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Expense				
ACCOUNTING	3,200.00	3,200.00	0.00	100.0%
ADMIN. - CMSRS ONLY	0.00	800.00	-800.00	0.0%
ADVERTISING	405.28	700.00	-294.72	57.9%
BUILDING RENT	0.00	6,000.00	-6,000.00	0.0%
Capital Appropriations	0.00	194,000.00	-194,000.00	0.0%
CAREER PERSONNEL	0.00	38,500.00	-38,500.00	0.0%
CLERK	4,890.00	10,000.00	-5,110.00	48.9%
COMMUNITY SERVICE	872.00	3,000.00	-2,128.00	29.1%
COMPUTER	0.00	1,000.00	-1,000.00	0.0%
CONTINGENCY	0.00	5,000.00	-5,000.00	0.0%
ELECTIONS	341.79	600.00	-258.21	57.0%
EMU BUDGET	1,346.69	7,500.00	-6,153.31	18.0%
EMU VEHICLE MAINTENANCE (MINOR REPAIRS)	397.34	2,500.00	-2,102.66	15.9%
EMU VEHICLE REPAIR (MAJOR REPAIR)	0.00	2,500.00	-2,500.00	0.0%
EQUIPMENT	0.00	10,000.00	-10,000.00	0.0%
EQUIPMENT MAINTENANCE (MAINT. CONTRACTS)	3,693.30	12,000.00	-8,306.70	30.8%
FD BUDGET	2,339.06	8,000.00	-5,660.94	29.2%
FIRE DEPT.ADMIN.	5,000.00	5,000.00	0.00	100.0%
FIRE VEHICLE MAINTENANCE (MINOR REPAIRS)	1,742.94	12,500.00	-10,757.06	13.9%
FIRE VEHICLE REPAIR (MAJOR REPAIRS)	3,722.07	12,500.00	-8,777.93	29.8%
FIRST RESPONSE VEHICLE	7,465.75	7,500.00	-34.25	99.5%
INSURANCE	49,012.00	69,500.00	-20,488.00	70.5%
JANITORIAL/WASTE REMOVAL	2,841.44	8,000.00	-5,158.56	35.5%
LADIES' AUXILIARY	2,000.00	2,000.00	0.00	100.0%
LEGAL FEES	2,000.00	4,000.00	-2,000.00	50.0%
LOSAP-BOROUGH	0.00	22,800.00	-22,800.00	0.0%
LOSAP-TWSP	0.00	53,200.00	-53,200.00	0.0%
QUINT INTEREST	0.00	10,000.00	-10,000.00	0.0%
QUINT PRINCIPAL	0.00	46,000.00	-46,000.00	0.0%
RADIO EQUIPMENT	0.00	5,000.00	-5,000.00	0.0%
RADIO REPAIR	157.55	2,500.00	-2,342.45	6.3%
RECORDS MAINTENANCE (RECORDS STORAGE (DOCUSAF...)	270.00	550.00	-280.00	49.1%
RESERVE FUTURE CAPITAL OUTLAY (Tanker 2011)	0.00	4,500.00	-4,500.00	0.0%
SERVICE AWARDS	2,000.00	2,000.00	0.00	100.0%
SPECIAL SVCS VEH PAYMENT	0.00	7,000.00	-7,000.00	0.0%
TELEPHONES	5,146.92	8,500.00	-3,353.08	60.6%
TRAINING	8,497.01	14,000.00	-5,502.99	60.7%
UNIFORMS--EMU (EMU UNIFORMS ONLY)	0.00	2,000.00	-2,000.00	0.0%
UNIFORMS--FIRE (FIRE UNIFORMS ONLY)	10,638.64	12,400.00	-1,761.36	85.8%
UTILITIES	888.05	20,000.00	-19,111.95	4.4%
VEHICLE FUEL	5,419.94	15,000.00	-9,580.06	36.1%
VOLUNTEER ADMIN	700.00	2,500.00	-1,800.00	28.0%
Total Expense	124,987.77	654,250.00	-529,262.23	19.1%
Net Ordinary Income	-124,987.77	-654,250.00	529,262.23	19.1%
Other Income/Expense				
Other Income	0.00	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	-124,987.77	-654,250.00	529,262.23	19.1%