

**MEETING MINUTES
BOARD OF FIRE COMMISSIONERS
HOPEWELL BOROUGH DISTRICT NO. 1**

January 16, 2013

PRESENT: Chair Morehouse
Cmsr. Anderson
Cmsr. Bovenizer
Cmsr. Evans
Cmsr. Myers

The scheduled meeting of the board was called to order by Chairman Morehouse at 7:45 pm. Proof of publication under the Open Public Meetings Law (Annual Meeting Notice published in the official newspapers of the district, posted at the Hopewell Borough Municipal Building and the board offices) was provided.

Public Hearing on 2013 Budget

The Chairman opened the public hearing on the budget. On a motion by Cmsr. Bovenizer and seconded by Cmsr. Anderson, Resolution 13-09 was proposed. The board approved **Resolution 13-09** authorizing the 2013 budget be read by title. There being no taxpayers of the district or others having an interest therein present, on a motion by Cmsr. Bovenizer and seconded by Cmsr. Anderson, the public hearing was closed.

Minutes (December 12, 2012)

On a motion by Cmsr. Evans and seconded by Cmsr. Anderson, the minutes of the December 12, 2012 meeting were approved as presented.

Public Comment: None

Resolutions:

On a motion by Cmsr. Bovenizer and seconded by Cmsr. Anderson, the following resolutions were proposed:

1. Resolution #13-01 A Resolution Designating Depositories of Funds and a Cash Management Plan
2. Resolution #13-02 A Resolution Appointing an Attorney for 2013
3. Resolution #13-03 A Resolution Appointing a Clerk/Bookkeeper for 2013
4. Resolution #13-04 A Resolution Appointing an Accountant/Auditor for 2013
5. Resolution #13-05 A Resolution Appointing Official Newspapers for 2013
6. Resolution #13-06 A Resolution Setting Meeting Dates for 2013

Resolutions #13-01 through 13-06 were adopted by the board.

On a motion by Cmsr. Bovenizer and seconded by Cmsr. Evans, Resolution 13-11 was proposed. The board adopted **Resolution #13-11** authorizing a transfer of funds between line item appropriations in the 2012 budget.

The board approved **Resolution #13-10** adopting the 2013 fire district budget by title without amendments, reflecting total revenues of \$496,534.00, including an amount to be raised by taxation of \$172,459.00, and total expenditures of \$496,534.00.

On a motion by Cmsr. Morehouse and seconded by Cmsr. Bovenizer, Resolutions #13-07 and #13-08 were proposed. The board approved **Resolution #13-07** adopting a temporary budget in the amount of \$51,010.00; and approved **Resolution #13-08** appointing a provider of insurance services for 2013. Cmsr. Myers will take over the duty of insurance review for the board from Cmsr. Bovenizer.

Treasurers Report:

A copy of the treasurer's report was made available to each commissioner with a list and description of the bills to be paid. The Chief Financial Officer certified that there were sufficient encumbered funds from the 2012 budget and sufficient unencumbered funds in the 2013 temporary budget to pay the bills and designated the account to which each would be charged.

1. Bills were submitted to be paid from the 2012 encumbered funds in the amount of \$54,489.27. The most notable expense was payment for the SCBA (\$40,000.00). On a motion by Cmsr. Bovenizer and seconded by Cmsr. Anderson, the foregoing bills were proposed for payment. Payment was approved on a roll call vote.
2. Bills were submitted to be paid from the 2013 temporary budget in the amount of \$7,968.31. The most significant expenditure was for insurance. On a motion by Cmsr. Bovenizer and seconded by Cmsr. Anderson, the foregoing bills were proposed for payment. Payment was approved on a roll call vote.
3. Hopewell Valley Community Bank loan funds were received in the amount of \$60,289.00 and will be mailed to Firefighter One to pay the balance due on the SCBA.

Fire Department Administration:

1. The heat is connected and is operational in the building.

Ladies' Auxiliary: No report

EMU Report:

1. 27 calls in December: 14 Township, 11 Borough, 1 other, and 1 scratched call. The scratched call occurred on a weekend afternoon. Total calls for 2012: 320, which is about average.

Fire Chief Report:

1. 20 calls in December: 13 Township, 6 Borough, and 1 Pennington Borough. Total calls for 2012: 403, a record amount.
2. Tanker - A letter was directed to the board from the chassis manufacturer's dealer seeking the board's acknowledgement of the dealer being the owner and titleholder of the vehicle and that upon payment in full the dealer will pass title to the board. After discussion, on a motion by Cmsr. Bovenizer and seconded by Cmsr. Anderson, the board determined that a letter to Sutphen was in order, reminding them of their contractual obligations and advising them that the board will look solely to Sutphen for completion of the contract and delivery of unencumbered title. The truck is due for delivery in mid-February. Discussions with the township about its interest in the old tanker continue.
3. Valley Chief's Group - The Valley chiefs have formed a group they call the Hopewell Valley Regional Municipal Services Board, created to encourage operational cooperation among emergency service providers in the Hopewell Valley. It now consists of volunteer and paid staff representatives from each emergency service within the Valley and the hopes are a representative from each fire district will likewise join the group. Their goal is to research ways to increase efficiency and through collective efforts control costs, and to consult with the township and fire districts to bring cost saving efforts to fruition. Cmsr. Bovenizer agreed to represent the board in this endeavor.
4. Hose Testing - The chief recommended the board pursue prices for hose, ladder and pump testing through the HVFD Co-operative Pricing Agreement in an effort to save costs. The board agreed.

Fire Official Report: On file

Committee Reports: None

Attorney Report:

Ms. Griswold requested a letter from the Local Finance Board confirming that all contingencies regarding the tanker financing approval have been met. It should be forthcoming.

An outline of laws and regulations pertaining to Cadet and Junior Firefighter Auxiliaries was distributed. Discussion will continue.

Other Business:

Shared Services Agreement for Fire Inspections: The fully executed agreement is on file and runs through December 31, 2014.

Annual Election and Budget Referendum: To date two candidate petitions have been filed with the clerk – those of Schuyler Morehouse (3 yr. term) and Melvin Myers (1 yr. term). The closing date for the receipt of candidate petitions by the clerk of the board is January 18, 2013 at 5 pm. The board will name poll watchers and designate Commissioners to open and close the polls at the next meeting.

Joint Fire District Meeting: The boards of Hopewell Township, Hopewell Borough and Pennington Borough fire districts will meet jointly on February 28, 2013, at 7 pm at the Hopewell Township Municipal Building. Notice of this special meeting will be advertised.

Adjournment:

There being no further business to come before the board, on a motion by Cmsr. Bovenizer and seconded by Cmsr. Morehouse, the meeting adjourned at 9:20 pm. The next regularly scheduled meeting of the board will be held on February 13, 2013.