

**January 8, 2015**

The Chairman announced that as required by The Open Meetings Act, adequate notice of this meeting has been provided which notice specified time and place of meeting. The notice was posted on the bulletin board at the Municipal Building and mailed to the Daily Record and the Citizen, and placed on file at the Township's Clerk Office.

**Call to Order**

Minutes of the meeting of the Board of Fire Commissioners of District # 1, Montville Township, held at the Firehouse 86 River Road, Montville, N.J. Meeting was called to order at 7:20 P.M. by Chairman Berry, who presided.

**Roll Call**

Those present were: Commissioners James Berry, Michael Caggiano, Carl Lewis and Robert Purnell; Chief Jim Longobardi; Fire Official Joseph Serrecchia; Administrator Bud Ballentine, and Denise Phostole District Clerk.

**Minutes**

The minutes of the meeting of December were read and accepted as read. Motion to accept made by Commissioner Purnell; seconded by Commissioner Lewis and carried.

**Public Comment**

None

**Financial Report**

The Treasurer gave the financial report and presented the bills for payment; the vouchers were reviewed by the commissioners and paid as follows:

- Payroll \$4,188.39
- Office Exp \$451.95
- Advertising \$102.39
- Utilities \$1801.65
- Radio \$1171.20
- Grounds \$1907.59
- Repairs/Maintenance \$847.71
- Dues \$80.00
- Insurance \$23110.14
- PERS \$432.48

Total Disbursements January: \$34,093.48

Commissioner Caggiano revised the name on an account at Lakeland bank to read UFSA and it will be used for the sole purpose of the Fire Prevention Bureau's

deposits and expenses. Commissioner Caggiano will transfer all funds deposited by the fire prevention bureau into the commissioner's account in January to the UFSA account. The balance of funds in the account belonging to the fire prevention bureau will be transferred after the account is reconciled on audit. Commissioner Caggiano ordered deposit slips and a stamp.

Commissioners went over the final budget amounts for 2014 and 2015, and reviewed all account reconciliations. Motion to accept financial report was made by Commissioner Purnell; seconded by Commissioner Lewis and carried.

### **Chief's Report**

There were 24 activities for the month of December bringing year to date to 226; 164 were fire calls. The ISO rating came back and it has improved. The Fire Department Bylaws are still with Attorney Bucco for review. The ladder truck company will take the measurements for drop chains, and install them.

Applications were received for two new members and they have been added to the fire department roster: Christopher Longobardi, and Malik Humaira.

Four firefighters will be starting Fire Fighter One and two other members have signed up for additional classes. Chief Longobardi presented the breakdown of funds disbursed. Last year's protocol was adhered to. Chief Longobardi discussed the issues that he was having with the website. He will try to get the passwords for the website and the host site. The domain host is owned by the fire department. Website issues will be discussed further at the next meeting.

Motion to accept Chief's report was made by Commissioner Caggiano; seconded by Commissioner Purnell and carried.

### **Fire Official's Report**

Fire Official gave his report all is going well with inspections. A total of thirteen inspections for the month and one site plan review. Ken Sudol is training with the Fire Official and will be going out on January 19. A mailbox was installed outside the door in the lobby of the building for the use of the Fire Prevention Bureau. All the red lights are installed – a total of 16 this year. Life figures need to be completed on line after all information is received from Commissioner Caggiano.

Motion to accept Fire Official's report was made by Commissioner Purnell; seconded by Commissioner Lewis and carried.

### **Correspondence**

Letter was received from outgoing clerk Diane Woltman detailing what has been completed through the end of her term in December. Letter was received from the Montville Township Board of Education asking for sporadic use of the commissioners' conference room through the end of June. Motion made to allow the use of the room by Commissioner Lewis; seconded by Commissioner Purnell

and carried. Clerk will also request access through the front door of the building as previously agreed upon.

**Old Business**

Commissioner Caggiano will check with the State on the payoff amount of the Pension still owed for the Clerk Diane Woltman and Fire Official Joseph Serrecchia, as the amount was not yet available at the time of the meeting. The total 2015 assessment was paid in full

**New Business**

Motion was made by Commissioner Lewis, seconded by Commissioner Caggiano to adopt the recommendations of the audit findings as they pertained to reviewing the vouchers (01-2015.) and carried.

Motion was made by Commissioner Purnell, seconded by Commissioner Lewis to approve and adopt the 2015 Budget; motion carried with a vote of 4 aye, 1 absent (02-2015.)

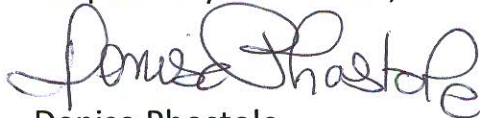
Commissioner Purnell made a motion to appoint Robert Cook as interim commissioner. Motion was seconded by Carl Lewis and carried.

Commissioner Lewis said the floors in Company 2 need to be stripped and waxed. Commissioner Cook will be asked to contact Silver Star to do the floors. He will also ask him to take over the handling the supply orders for the three firehouses, as well as the repairs to the chair lift at Company One.

**Adjournment**

Motion to adjourn meeting was made by Commissioner Lewis seconded by Commissioner Purnell and carried. Meeting was adjourned by Chairman Berry at 9:07 P.M.

Respectfully Submitted,



Denise Phostole  
District 1 Clerk  
Montville Township BOFC  
District One

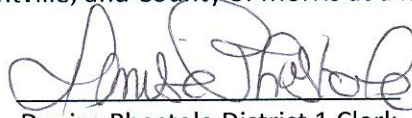
A RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF FIRE DISTRICT NO. 1, IN THE TOWNSHIP OF MONTVILLE, COUNTY OF MORRIS, AND STATE OF NJ TO ADOPT THE CORRECTIVE ACTION PLAN RECOMMENDED ON THE 2013 AUDIT

WHEREAS, the Board of Fire Commissioners of Montville Township Fire District No. 1 are in receipt of the 2013 audit corrective action plan; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Fire Commissioners of Montville Township Fire district No.1, in the Township of Montville, County of Morris and the State of New Jersey adopt the corrective action plan dated January 8, 2015 as it relates to reviewing all receipts, disbursements and reconciliations on a monthly basis. The suggested items have been followed as substantiated in the website minutes.

**CERTIFICATION**

I, Denise Phostole clerk of the Board of Fire Commissioners of Fire District No. 1, do hereby certify the foregoing to be a true copy of the Resolution adopted by the Board of Fire commissioners of Fire District No. 1, Township of Montville, and County of Morris at a meeting held on January 8, 2015.

  
Denise Phostole District 1 Clerk

BOARD OF FIRE COMMISSIONERS OF FIRE DISTRICT NO. 1  
MONTVILLE, NJ

Dated: January 8, 2015

Recorded Vote:

<u>Aye</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
4			1

TOWNSHIP OF MONTVILLE  
FIRE DISTRICT NO. 1 BUDGET  
ADOPTED BUDGET RESOLUTION  
FISCAL YEAR: From January 1, 2015 to December 31, 2015

**WHEREAS**, the Annual Budget for the Township of Montville Fire District No. 1 for the fiscal year beginning January 1, 2015 and ending December 31, 2015 has been presented for adoption before the Board of Fire Commissioners of the Township of Montville Fire District No. 1 at its open public meeting of January 8, 2015; and

**WHEREAS**, the budget as introduced 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 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

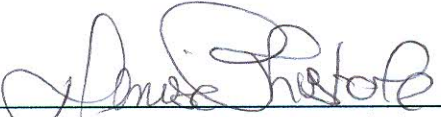
**WHEREAS**, the Annual Budget as presented for adoption reflects Total Revenues of \$570,770.00 which includes amount to be raised by taxation of \$523,800.00 and Total Appropriations of \$570,770.00; and

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

**NOW, THEREFORE BE IT RESOLVED**, by the Board of Fire Commissioners of the Township of Montville Fire District No. 1, at an open public meeting held on January 8, 2015, that the Annual Budget of the Township of Montville Fire district No 1 for the fiscal year beginning January 1, 2015 and ending December 31, 2015 is hereby adopted and shall constitute appropriations for the purposes stated and authorization of Total Revenues of \$570,000.00, which includes amount to be raised by taxation of \$523,000.00, and Total Appropriations of \$570,000.00; 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 of money to be raised by taxation for the ensuing year. The results of which shall be subsequently certified to the Division and the Municipal Assessor.

  
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Denise Phostole, District 1 clerk

**Board of Commissioners**

**Member:**

Berry  
Woltman  
Caggiano  
Lewis  
Purnell

**Recorded Vote:**

Aye  
Absent  
Aye  
Aye  
Aye