

**MINUTES  
BOARD OF FIRE COMMISSIONERS  
NEPTUNE FIRE DISTRICT NO. 1  
REORGANIZATION MEETING  
MARCH 15, 2016**

Pres. Fritz calls March 15, 2016, meeting to order and calls for a flag salute and moment of silence.

Paul Annunziata is given the Oath of Office for Commissioner.  
Comm. Annunziata is congratulated

Pres. Fritz asks the Clerk to Call the Roll:

<u>ROLL CALL</u>	<u>PRESENT/ABSENT</u>
Comm. Annunziata	PRESENT
Comm. Daly	PRESENT
Comm. Martuscelli	PRESENT
Comm. Puryear	PRESENT
Pres. Fritz	PRESENT

Pres. Fritz announces that the notice requirements of R.S. 10:4-18 have been satisfied by delivering the required notice to the Coaster and the Asbury Park Press, posting the notice on the board in the Neptune Municipal Complex and filing a copy of said notice with the Board Clerk.

Pres. Fritz points to the exits to be used in case of an emergency.

Nominations taken for President

John Fritz was nominated.

Nominated by Comm. Martuscelli

Seconded by Comm. Puryear

Comm. Martuscelli asks for any other nominations - none

Motion to close nominations by Comm. Martuscelli

Seconded by Comm. Puryear

**RESOLUTION #2016-R-3-1**  
**A RESOLUTION TO ELECT BOARD PRESIDENT**

Offered By: Comm. Martuscelli

Seconded By: Comm. Puryear

**BE IT RESOLVED**, that John Fritz be elected to serve as Board President.

**VOTE:** Comm. Annunziata; AYE; Comm. Daly: AYE; Comm. Martuscelli: AYE;  
Comm. Puryear: AYE; Pres. Fritz: AYE.

Comm. Martuscelli congratulates Pres. Fritz  
**President elect takes over meeting.**

**RESOLUTION #2016-R-3-2**  
**A RESOLUTION TO ELECT BOARD VICE PRESIDENT,**  
**CLERK, TREASURER, DEPUTY CLERK AND ASSIGN DEPARTMENTS**

Vice President: Paul Annunziata      Offered By: Comm. Annunziata      Seconded By: Comm. Puryear  
 Nominations closed

Clerk: Frank Martuscelli      Offered By: Comm. Martuscelli      Seconded By: Comm. Annunziata      Nominations closed  
 Treasurer: Arthur Daly      Offered By: Comm. Daly      Seconded By: Comm. Annunziata      Nominations closed  
 Deputy Clerk: Todd Puryear      Offered By: Comm. Puryear      Seconded By: Comm. Martuscelli      Nominations closed

**BE IT RESOLVED**, that the above officers of the Fire District are hereby elected:

**BE IT FURTHER RESOLVED**, the following departments are hereby assigned:

Shark River Hills Fire Company	Commissioner:	Martuscelli
Cadets	Commissioner:	Martuscelli
Vehicle maintenance	Commissioner:	Fritz
Liaison to OEM/EMS/PD	Commissioner:	Puryear
Unexcelled Fire Company	Commissioner:	Daly
Public Information Officer	Commissioner:	Annunziata
Communications	Commissioner:	Martuscelli
Hydrants	Commissioner:	Daly
Grants	Commissioner:	Daly
Personnel	Commissioner:	Puryear
Deputy Personnel	Commissioner:	Annunziata
Standby	Commissioner:	Puryear
Warehouse	Commissioner:	Annunziata
Hamilton Fire Company	Commissioner:	Annunziata
Building & Grounds	Commissioner:	Puryear
Safety	Commissioner:	Daly
Liberty Fire Company	Commissioner:	Puryear
Training	Commissioner:	Annunziata

**VOTE:**    Comm. Annunziata; AYE; Comm. Daly; AYE; Comm. Martuscelli: AYE;  
 Comm. Puryear: AYE; Pres. Fritz: AYE.

**RESOLUTION #2016-R-3-3**  
**A RESOLUTION TO ESTABLISH SCHEDULE OF MEETINGS**

Offered By: Comm. Puryear

Seconded By: Comm. Annunziata

**BE IT RESOLVED;** that pursuant to the Open Public Meetings Act, the Board of Fire Commissioners of Neptune Township Fire District No. 1 adopts the following schedule of meetings for 2016 and 2017. All meetings shall be held at the Board Office, 1120 Corlies Avenue Neptune, N.J. at 7:00pm for the Workshop Meeting and the Regular Meeting to follow, unless otherwise indicated.

2016 MEETING SCHEDULE

March 15 (Tues.) Regular & re-organization	August 16 (Tues.)
April 19 (Tues.)	September 20 (Tues.)
May 17 (Tues.)	October 18 (Tues.)
June 21 (Tues.)	November 15 (Tues.)
July 19 (Tues.)	December 13 (Tues.)

**2017**

January 1 (Sun.) – Swearing in 12 noon –Shark River Firehouse 200 Brighton Avenue  
January 17 (Tues.)

February 21 (Tues.)

March 21 Re-organization (Tues)

**BE IT FURTHER RESOLVED** that the Board Clerk be and he is hereby authorized to publish this resolution in accordance with the Open Public Meetings Act.

**VOTE:** Comm. Annunziata; AYE; Comm. Daly: AYE; Comm. Martuscelli: AYE;  
Comm. Puryear: AYE; Pres. Fritz: AYE.

**RESOLUTION #2016 R-3-4**  
**A RESOLUTION TO DESIGNATE OFFICIAL NEWSPAPERS**

Offered By: Comm. Martuscelli

Seconded By: Comm. Daly

**BE IT RESOLVED**, that the New Coaster and the Asbury Park Press be designated as the official newspapers for the intention of legal notices for the Board of Fire Commissioners, Neptune Township Fire District No. 1.

**VOTE:** Comm. Annunziata; AYE; Comm. Daly: AYE; Comm. Martuscelli: AYE;  
Comm. Puryear: AYE; Pres. Fritz: AYE.

**RESOLUTION #2016 R-3-5**  
**A RESOLUTION TO DESIGNATE DEPOSITORIES**  
**FOR DISTRICT FUNDS**

Offered By: Comm. Puryear

Seconded By: Comm. Daly

**BE IT RESOLVED**, that Wells Fargo/Wachovia Bank be and are hereby authorized to make payment from the funds on deposit in said bank to the credit of Neptune Township Fire District No.1 in the following accounts: General, Payroll, Dedicated and Unemployment Reserve, upon and according to the checks drawn bearing two signatures as follows:

Any two (2) for payroll and three (3) MEMBERS for all other accounts of the Board of Fire Commissioners, Neptune Township Fire District No. 1

**VOTE:** Comm. Annunziata; AYE; Comm. Daly: AYE; Comm. Martuscelli: AYE;  
Comm. Puryear: AYE; Pres. Fritz: AYE.

**RESOLUTION #2016 R-3-6**  
**A RESOLUTION TO RESERVE UNEXPENDED CAPITAL**

Offered By: Comm. Martuscelli

Seconded By: Comm. Puryear

**WHEREAS**, the Board of Fire Commissioners shall reserve any unexpended 2016 Capital,

**WHEREAS**, these monies shall be placed in the 2017 Capital Improvement Fund, and:

**WHEREAS**, these monies shall be used for the purpose of previously specified:

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Fire Commissioners do hereby authorize the 2016 Capital reserve to be placed in the 2017 Capital Improvement Fund as so stated above.

**VOTE:** Comm. Annunziata; AYE; Comm. Daly: AYE; Comm. Martuscelli: AYE;  
Comm. Puryear: AYE; Pres. Fritz: AYE.

**RESOLUTION # 2016 R-3-7**  
**A RESOLUTION TO APPOINT PROFESSIONALS**

Offered By: Comm. Martuscelli

Seconded By: Comm. Daly

**WHEREAS**, there exists a need for certain professionals: and,

**WHEREAS**, funds for this purpose shall be provided for the in the 2016 Budget, and the Board Treasurer has so certified: and,

**WHEREAS**, these appointments are being made without competitive bidding because the appointments involve members of recognized professions, licensed and regulated by law, pursuant to NJSA 40A:11-5;

**NOW, THEREFORE BE IT RESOLVED**, by the Board of Fire Commissioners, Fire District #1, Township of Neptune, the President and Board Clerk by and they are authorized and directed to engage the services of the following professional:

Board Attorney:	Beekman & Beekman
Board Auditor:	Fallon & Larsen LLP
Board Accountant:	Christine Brown, CPA
Board Labor Attorney:	Plosia Cohen LLC
Board Special Counsel Attorney:	Joseph D. Youssouf, Esquire
Board Physician:	Dr. Steven Crawford Representing Meridian Occupational
Engineer:	Peter Avakian Leon S. Avakian, Inc.

for a term commencing March 2, 2016 through and including March 1, 2017 and

**BE IT FURTHER RESOLVED**, these appointments are contingent upon approval of professional contracts from each appointee: and,

**BE IT FURTHER RESOLVED**, the Board Clerk be and he is authorized and directed to publish this resolution in accordance with NJSA 40A: 11-1.

**VOTE:** Comm. Annunziata; AYE; Comm. Daly: AYE; Comm. Martuscelli: AYE;  
Comm. Puryear: AYE; Pres. Fritz: AYE.

**RESOLUTION #2016-R-3-8**  
**RESOLUTION PERMITTING PRE-PAYMENT OF CERTAIN ITEMS**

Offered By: Comm. Puryear

Seconded By: Comm. Daly

**WHEREAS**, the governing body of the Board of Fire Commissioners, Neptune Fire District #1 budgets funds for payment of such items as utilities, payroll, contractual agreements previously approved and authorized by the governing body, debt service, governmental fees and other statutory payments, insurance, employer paid employee benefits, and for the advertising, printing and mailing costs of the district; and

**WHEREAS**, the payment of these items frequently arrives out of time for placement on the next available bill list, and the Board of Fire Commissioners regularly meet once a month, thereby inadvertently placing these bills and mailings in arrears because of the schedule of meetings; and

**WHEREAS**, the governing body wishes to designate one person who may approve claims between meetings of the Board of Fire Commissioners. The Board of Fire Commissioners, Neptune Fire District #1 wishes to provide for the pre-payment of certain items, so that they may be paid in a timely manner;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Fire Commissioners of the Neptune Fire District #1 that the Financial Clerk be and is hereby authorized to make pre-payment of the following fixed items prior to the same appearing on the meeting bill list, such funds to be taken from the pre-budgeted amount for each such expense:

1. Utilities (electric, gas, water, sewer, telephone, cellular telephone, gasoline, diesel fuel, internet providers, etc.). The Financial Clerk is hereby authorized, if desirable, to establish an electronic payment plan (sometimes referred to as zip check) with the various utilities. This resolution would authorize said utilities to debit the appropriate district bank accounts as required.
2. Payroll and various payroll agencies.
3. Contractual agreements previously authorized and approved by the Board of Fire Commissioners.
4. Debt service.
5. Governmental fees and other statutory payments
6. Insurance.
7. Employer paid employee and retired employee benefits.
8. Bills pertaining to the advertising, printing and mailing costs of the District.
9. Bills where vendor discounts are granted for timely payments. Ex. 2% discount for payments made within 10 days.
10. Payment of any other item deemed necessary by the Financial Clerk that does not exceed \$10,000.

**VOTE:** Comm. Annunziata; AYE; Comm. Daly: AYE; Comm. Martuscelli: AYE;  
Comm. Puryear: AYE; Pres. Fritz: AYE.



**PUBLIC COMMENT ON AGENDA ITEMS**

**RESOLUTION 2016 R-3-9  
A RESOLUTION TO APPROVE THE PAYMENT OF BILLS AND PAYROLL**

Offered By: Comm. Annunziata

Seconded By: Comm. Puryear

**BE IT RESOLVED**, the bill lists totaling \$248,810.63 are hereby approved for payment:  
and,

**BE IT RESOLVED**, that the total of \$21,562.85 be approved for the 3/15/16 payroll:

**BE IT FURTHER RESOLVED**, that the total bills be attached to this resolution and be made part of.

**VOTE:** Comm. Annunziata; AYE; Comm. Daly: AYE; Comm. Martuscelli: AYE;  
Comm. Puryear: AYE; Pres. Fritz: AYE.

**RESOLUTION # 2016-R-3-10  
A RESOLUTION DISPENSING WITH THE READING OF MINUTES  
OF THE FEBRUARY 23, 2016 MEETING**

Offered By: Comm. Martuscelli

Seconded By: Comm. Puryear

**BE IT RESOLVED**, that the Clerk dispense with the reading of the minutes of the February 23, 2016 Meeting.

**VOTE:** Comm. Annunziata; AYE; Comm. Daly: AYE; Comm. Martuscelli: AYE;  
Comm. Puryear: AYE; Pres. Fritz: AYE.

**RESOLUTION # 2016-R-3-11**  
**A RESOLUTION TO RATIFY AND APPROVE MINUTES**  
**OF THE February 23, 2016 MEETING**

Offered By: Comm. Puryear

Seconded By: Comm. Annunziata

**BE IT RESOLVED**, that the minutes of the Meeting of the February 23, 2016 Meeting be ratified and approved.

**VOTE:** Comm. Annunziata; AYE; Comm. Daly: AYE; Comm. Martuscelli: AYE;  
Comm. Puryear: AYE; Pres. Fritz: AYE.

**RESOLUTION # 2016-R-3-12**  
**A RESOLUTION APPROVING CASH MANAGEMENT PLAN**

Offered By: Comm. Daly

Seconded By: Comm. Annunziata

**BE IT RESOLVED**, by the Board of Fire Commissioners, Neptune Township, Fire District #1 that the Cash Management Plan of the Neptune Fire District #1, in the County of Monmouth, New Jersey is hereby approved as per the attached plan.

**VOTE:** Comm. Annunziata; AYE; Comm. Daly: AYE; Comm. Martuscelli: AYE;  
Comm. Puryear: AYE; Pres. Fritz: AYE.

**RESOLUTION # 2016-R-3-13**  
**A RESOLUTION AUTHORIZING EXECUTIVE SESSION**

Offered By: Comm. Puryear

Seconded By: Comm. Daly

**WHEREAS**, State law permits the exclusion of the public in certain circumstances; and,

**WHEREAS**, The Board of Fire Commissioners of Neptune Fire District, No. 1 finds that such circumstances currently exist and are as follows:

- Legal/Personnel issue pertaining to volunteer firefighter

—

**WHEREAS**, The Board of Fire Commissioners will make public, minutes of the closed session when confidentiality no longer exists;

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Fire Commissioners that they are hereby authorized to enter into closed session to discuss legal and personnel matters which are exempt from the public meeting under the Sunshine Law.

**VOTE:** Comm. Annunziata; AYE; Comm. Daly: AYE; Comm. Martuscelli: AYE;  
Comm. Puryear: AYE; Pres. Fritz: AYE.

**ITEMS FOR DISCUSSION IN OPEN SESSION**

**NEW BUSINESS:**

Comm. Daly discusses possible covered area for Unexcelled to relax after calls

**REPORTS**

CHIEF-

ASSISTANT CHIEF-

**COMMISSIONERS REPORTS:**

