

**MINUTES
BOARD OF FIRE COMMISSIONERS
NEPTUNE FIRE DISTRICT NO. 1
REORGANIZATION MEETING
MARCH 5, 2019**

Pres. Daly calls March 5, 2019, meeting to order and calls for a flag salute and moment of silence.

Pres. Daly gives the Oath of Office to Commissioner Paul Annunziata.

Congratulations

Pres. Daly asks the Clerk to Call the Roll:

<u>ROLL CALL</u>	<u>PRESENT/ABSENT</u>
PRES. DALY	PRESENT
COMM. ANNUNZIATA	PRESENT
COMM. MANNING	PRESENT
COMM. PURYEAR	absent
COMM. SUTPHIN	PRESENT

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

Pres. Daly announces that one seat on the Board Fire Commissioners was to be filled. The candidate receiving the highest number of votes and therefore re-elected to the Board of Fire Commissioners for a three-year term was Paul Annunziata. The following is a tabulation of the votes:

<u>CANDIDATE</u>	<u>PAPER BALLOT</u>	<u>ABSENTEE</u>	<u>48 HOUR ABSENTEE</u>	<u>PROVISIONAL</u>	<u>WRITE-IN</u>	<u>TOTAL</u>
Paul Annunziata	106	78	8	1		193
Sean Conklin					1	
Rich Meyer					1	
Joe Mauro					1	
Lou Carlson					1	
Todd Maming		1				
Todd P		1				

Pres. Daly announces that the **2019 Budget WAS** approved; **151** Yes - **68** No

Nominations taken for President

Kip Daly was nominated by Comm. Annunziata Seconded by Comm. Sutphin

Comm. Manning asks for any other nominations

Motion to close nominations by Comm. Sutphin Seconded by Comm. Annunziata

RESOLUTION #2019-R-3-1
A RESOLUTION TO ELECT BOARD PRESIDENT

Offered By: Comm. Annunziata

Seconded By: Comm. Sutphin

BE IT RESOLVED, that Kip Daly be elected to serve as Board President.

VOTE: Comm. Annunziata: AYE; Comm. Manning: AYE;
Comm. Puryear: absent; Comm. Sutphin: AYE; Pres. Daly: AYE.

Comm. Manning congratulates Pres. Daly

President elect takes over meeting.

RESOLUTION #2019-R-3-2
**A RESOLUTION TO ELECT BOARD VICE PRESIDENT,
 CLERK, TREASURER, DEPUTY CLERK AND ASSIGN DEPARTMENTS**

Vice President: Sutphin	Offered By: Comm. Daly	Seconded By: Comm. Manning	nominations closed
Clerk: Manning	Offered By: Comm. Daly	Seconded By: Comm. Sutphin	nominations closed
Treasurer: Annunziata	Offered By: Comm. Daly	Seconded By: Comm. Sutphin	nominations closed
Deputy Clerk: Puryear	Offered By: Comm. Sutphin	Seconded By: Comm. Annunziata	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:	Manning
Cadets	Commissioner:	Sutphin
Vehicle maintenance	Commissioner:	Annunziata
Liaison to OEM/EMS/PD	Commissioner:	Daly
Unexcelled Fire Company	Commissioner:	Sutphin
Community Outreach & Recruitment	Commissioner:	Manning
Communications	Commissioner:	Annunziata
Hydrants	Commissioner:	Daly
Grants	Commissioner:	Manning
Personnel	Commissioner:	Puryear
Deputy Personnel	Commissioner:	Annunziata
Standby	Commissioner:	Annunziata
Warehouse	Commissioner:	Annunziata
Hamilton Fire Company	Commissioner:	Annunziata
Building & Grounds	Commissioner:	Sutphin
Safety	Commissioner:	Manning
Liberty Fire Company	Commissioner:	Puryear
Training	Commissioner:	Sutphin

VOTE: Comm. Annunziata: AYE; Comm. Manning: AYE;
 Comm. Puryear: absent; Comm. Sutphin: AYE; Pres. Daly: AYE.

RESOLUTION #2019-R-3-3
A RESOLUTION TO ESTABLISH SCHEDULE OF MEETINGS

Offered By: Comm. Annunziata

Seconded By: Comm. Sutphin

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 2019 and 2020. All meetings shall be held at the Board Office, 1120 Corlies Avenue, at 7:00pm for the Workshop Meeting and the Regular Meeting to follow, unless otherwise indicated.

2019 MEETING SCHEDULE

March 5 (Tues.) Regular & re-organization	August 20 (Tues.)
April 16 (Tues.)	September 17 (Tues.)
May 21 (Tues.)	October 15 (Tues.)
June 18 (Tues.)	November 19 (Tues.)
July 16 (Tues.)	December 17 (Tues.)

2020

January 1 (Fri.) – Swearing in 12 noon
January 21 (Tues.)

February 18 (Tues.)

March 3 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. Manning: AYE;
Comm. Puryear: absent; Comm. Sutphin: AYE; Pres. Daly: AYE.

RESOLUTION #2019 R-3-4
A RESOLUTION TO DESIGNATE OFFICIAL NEWSPAPERS

Offered By: Comm. Sutphin

Seconded By: Comm. Annunziata

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. Manning: AYE;
Comm. Puryear: absent; Comm. Sutphin: AYE; Pres. Daly: AYE.

RESOLUTION #2019 R-3-5
A RESOLUTION TO DESIGNATE DEPOSITORIES
FOR DISTRICT FUNDS

Offered By: Comm. Annunziata

Seconded By: Comm. Sutphin

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. Manning: AYE;
Comm. Puryear: absent; Comm. Sutphin: AYE; Pres. Daly: AYE.

RESOLUTION #2019R-3-6
A RESOLUTION TO RESERVE UNEXPENDED CAPITAL

Offered By: Comm. Sutphin Seconded By: Comm. Annunziata

WHEREAS, the Board of Fire Commissioners shall reserve any unexpended 2019 Capital,

WHEREAS, these monies shall be placed in the 2020 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 2019 Capital reserve to be placed in the 2020 Capital Improvement Fund as so stated above.

VOTE: Comm. Annunziata: AYE; Comm. Manning: AYE;
 Comm. Puryear: absent; Comm. Sutphin: AYE; Pres. Daly: AYE.

RESOLUTION # 2019 R-3-7
A RESOLUTION TO APPOINT PROFESSIONALS

Offered By: Comm. Annunziata

Seconded By: Comm. Sutphin

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

WHEREAS, funds for this purpose shall be provided for the in the 2019 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: The Beekman Law Firm, LLC

Board Auditor: Fallon & Larsen LLP

Board Accountant: Suplee, Clooney & Company

Board Labor Attorney: Grace Marmero & Associates, LLP

Board Physician: Dr. Jared Schulman
Representing Meridian Occupational

Engineer: Peter Avakian
Leon S. Avakian, Inc.

for a term commencing March 5, 2019 through and including March 2, 2020 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. Manning: AYE;
Comm. Puryear: absent; Comm. Sutphin: AYE; Pres. Daly: AYE.

RESOLUTION #2019-R-3-8
RESOLUTION PERMITTING PRE-PAYMENT OF CERTAIN ITEMS

Offered By: Comm. Annunziata

Seconded By: Comm. Sutphin

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. Manning: AYE;
Comm. Puryear: absent; Comm. Sutphin: AYE; Pres. Daly: AYE.

PUBLIC COMMENT ON AGENDA ITEMS

**RESOLUTION 2019 R-3-9
A RESOLUTION TO APPROVE THE PAYMENT OF BILLS AND PAYROLL**

Offered By: Comm. Sutphin

Seconded By: Comm. Annunziata

BE IT RESOLVED, the bill lists totaling \$241,486.65 are hereby approved for payment:
and,

BE IT RESOLVED, that the total of \$23,043.85 be approved for the 2/28/19 payroll:

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

VOTE: Comm. Annunziata: AYE; Comm. Manning: AYE;
Comm. Puryear: absent; Comm. Sutphin: AYE; Pres. Daly: AYE.

**RESOLUTION # 2019-R-3-10
A RESOLUTION DISPENSING WITH THE READING OF MINUTES
OF THE FEBRUARY 19, 2019 MEETING**

Offered By: Comm. Annunziata

Seconded By: Comm. Sutphin

BE IT RESOLVED, that the Clerk dispense with the reading of the minutes of the February 19, 2019 Meeting.

VOTE: Comm. Annunziata: AYE; Comm. Manning: AYE;
Comm. Puryear: absent; Comm. Sutphin: AYE; Pres. Daly: AYE.

RESOLUTION # 2019-R-3-11
A RESOLUTION TO RATIFY AND APPROVE MINUTES
OF THE February 19, 2019 MEETING

Offered By: Comm. Sutphin

Seconded By: Comm. Annunziata

BE IT RESOLVED, that the minutes of the Meeting of the February 19, 2019 Meeting be ratified and approved.

VOTE: Comm. Annunziata: AYE; Comm. Manning: AYE;
Comm. Puryear: absent; Comm. Sutphin: AYE; Pres. Daly: AYE.

RESOLUTION # 2019-R-3-12
A RESOLUTION APPROVING CASH MANAGEMENT PLAN

Offered By: Comm. Annunziata

Seconded By: Comm. Sutphin

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. Manning: AYE;
Comm. Puryear: absent; Comm. Sutphin: AYE; Pres. Daly: AYE.

RESOLUTION # 2019-R-3-13
A RESOLUTION AUTHORIZING TO GO OUT TO BID
FOR LIBERTY ROOF REPAIRS

Offered By: Comm. Annunziata

Seconded By: Comm. Sutphin

WHEREAS, the Board of Fire Commissioners do hereby authorize to go out to bid for roof repairs at the Liberty Fire Company located at 1518 Monroe Avenue Neptune, NJ.

VOTE: Comm. Annunziata: AYE; Comm. Manning: AYE;
Comm. Puryear: absent; Comm. Sutphin: AYE; Pres. Daly: AYE.

RESOLUTION # 2019-R-3-14
A RESOLUTION AUTHORIZING EXECUTIVE SESSION

Offered By: Comm. Sutphin

Seconded By: Comm. Annunziata

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 pertaining to salary negotiation
- Legal/Personnel pertaining to hiring status of Firefighter
- Legal/personnel pertaining to employee handbook
- Legal/Personnel involving employee MVA
- Legal/Personnel pertaining to alleged statements made at a fire scene by a volunteer
- Legal issue pertaining to purchasing equipment from All Hands Fire Equip. Co.

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. Manning: AYE;
Comm. Puryear: absent; Comm. Sutphin: AYE; Pres. Daly: AYE.

ITEMS FOR DISCUSSION IN OPEN SESSION

Discussion on purchase of utility Vehicles

REPORTS

CHIEF- absent

ASSISTANT CHIEF- absent

CAPTAINS- absent

Pd Div Lt – Most Annual maintenance scheduled- Minerva scheduling to be discussed with Administrator & Warehouse Commissioner.

COMMISSIONERS REPORTS:

Hamilton – Annunziata – progress

Liberty – Puryear – absent

Shark River – Manning – progress maintenance issues being addressed

Unexcelled – Sutphin - progress – water issue hopefully going away. Kitchen, washer & dryer being addressed.

Administrator – Migliaccio -Liberty roof scheduled to go out to bid next week.

Unexcelled heat modifications addressed & in progress

Unexcelled kitchen plans ready and to go out to bid in 2 parts

1- structural part 2 – cabinetry & misc

Gutters at Unexcelled complete-should help water issue

Getting Quote for parking lot cracks and sealing (Shark River) and striping

Shark River happy with tool box -to look into fold down workbench

QPA resolution in April

Volunteer FF recruitment grant-looked into-already doing proposed-not to apply

Mr. Beekman arrives at 7:22pm

Pres. Daly -went out to Cty and squared away issue with Volunteer and is authorized to fight fires. Looked into ice issue on parking lot at Shark River-to be further discussed

Hamilton driveway being addressed and discussed

PUBLIC COMMENT

Members of the public may address any concern relating to the Fire District. The public will be permitted one visit to the microphone with a limit of five minutes. No time can be transferred to another party.

MOTION TO GO INTO EXECUTIVE SESSION

Offered By: Comm. Annunziata

Seconded By: Comm. Sutphin

MEETING GOES INTO EXECUTIVE SESSION

RESOLUTION # 2019-R-3-15

A RESOLUTION TO COME BACK TO REGULAR MEETING SESSION

Offered By: Comm. Annunziata

Seconded By: Comm. Sutphin

VOTE: Comm. Annunziata: AYE; Comm. Manning: AYE;
Comm. Puryear: absent; Comm. Sutphin: AYE; Pres. Daly: AYE.

MOTION TO ADJOURN

Offered by Comm. Annunziata

Seconded by: Comm. Sutphin

MEETING ADJOURNED