

**WORKSHOP-MINUTES
BOARD OF FIRE COMMISSIONERS
NEPTUNE FIRE DISTRICT NO. 1
December 19, 2023**

President Manning calls the workshop portion of the December 19, 2023, meeting to order and calls for a flag salute and moment of silence.

President Manning asks the Clerk to Call the Roll:

<u>ROLL CALL</u>	<u>PRESENT/ABSENT</u>
PRES. MANNING	PRESENT
COMM. FRITZ SR.	PRESENT
COMM. MARTUSCELLI	PRESENT
COMM. PURYEAR	absent arrives 7:01
COMM. SUTPHIN	absent

President Manning 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.

President Manning points to the exits to be used in case of an emergency.

ITEMS FOR DISCUSSION IN OPEN SESSION none

MOTION TO ADJOURN

Offered By: Comm. Martuscelli

Seconded By: Comm. Fritz

MEETING ADJOURNED

**MINUTES
BOARD OF FIRE COMMISSIONERS
NEPTUNE FIRE DISTRICT NO. 1
December 19, 2023**

President Manning calls the December 19, 2023 regular meeting to order.

President Manning asks the Clerk to Call the Roll:

<u>ROLL CALL</u>	<u>PRESENT/ABSENT</u>
PRES. MANNING	PRESENT
COMM. FRITZ SR.	PRESENT
COMM. MARTUSCELLI	PRESENT
COMM. PURYEAR	absent
COMM. SUTPHIN	absent

President Manning 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.

President Manning points to the exits to be used in case of an emergency.

PUBLIC COMMENT-ON AGENDA ITEMS ONLY

The public will be permitted one visit to the microphone with a limit of five minutes. No time can be transferred to another party.

**RESOLUTION 2023-1-12-1
A RESOLUTION TO APPROVE THE PAYMENT OF BILLS AND PAYROLL**

Offered By: Comm. Fritz

Seconded By: Comm. Martuscelli

BE IT RESOLVED, the bills total of \$159,127.98 are hereby approved for payment: and,

BE IT RESOLVED, that the total of \$26,819.51 be approved for the 11/30/23 payroll and the total of \$27,207.06 be approved for the 12/15/23 payroll:

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

VOTE: Comm. Fritz Sr: AYE; Comm. Martuscelli.: AYE;
Comm. Puryear: AYE; Comm. Sutphin: absent; Pres. Manning: AYE.

RESOLUTION # 2023-1-12-2
A RESOLUTION DISPENSING WITH THE READING OF MINUTES
OF THE November 21, 2023 MEETING

Offered By: Comm. Martuscelli

Seconded By: Comm. Manning

BE IT RESOLVED, that the Clerk dispense with the reading of the minutes of the November 21, 2023 meeting.

VOTE: Comm. Fritz Sr: AYE; Comm. Martuscelli.: AYE;
Comm. Puryear: AYE; Comm. Sutphin: absent; Pres. Manning: AYE.

RESOLUTION # 2023-1-12-3
A RESOLUTION TO RATIFY AND APPROVE MINUTES
OF THE November 21, 2023 MEETING

Offered By: Comm. Fritz

Seconded By: Comm. Martuscelli

BE IT RESOLVED, that the minutes of the Meeting of the November 21, 2023 be ratified and approved.

VOTE: Comm. Fritz Sr: AYE; Comm. Martuscelli.: AYE;
Comm. Puryear: AYE; Comm. Sutphin: absent; Pres. Manning: AYE.

**RESOLUTION # 2023-1-12-4
A RESOLUTION TO AMEND DUTY CREW
REIMBURSEMNT AMOUNT**

Offered By: Comm. Martuscelli

Seconded By: Comm. Puryear

WHEREAS, the Board of Fire Commissioners do hereby find the need to amend the reimbursement amount for Duty Crew established in Resolution 2022-1-6-4, and

WHEREAS, the current reimbursement amount is \$75.00 per shift, and

NOW THEREFORE, BE IT RESOLVED, that the Board authorizes to amend this reimbursement amount to \$100.00 per shift effective January 1, 2024.

VOTE: Comm. Fritz Sr: AYE; Comm. Martuscelli.: AYE;
Comm. Puryear: AYE; Comm. Sutphin: absent; Pres. Manning: AYE.

**RESOLUTION 2023-1-12-5
RESOLUTION AUTHORIZING 3 YEAR SALARY
AGREEMENT FOR SALARIED FULL TIME OFFICE STAFF**

Offered By: Comm. Puryear

Seconded By: Comm. Martuscelli

WHEREAS, the Board of Fire Commissioners, Fire District #1 agrees to a 3 year annual salary agreement for the years of 2024, 2025 & 2026 for Cindy Warrick, Full Time Finance Clerk & Fran Ciccone, Full Time Administrative Assistant and Miranda Harrington, Full Time Administrative Assistant:

WHEREAS, the 3 year percentage raise shall be as follows:

2024 - 4%
2025 - 3%
2026 - 3%

WHEREAS, the funds are to be provided for in the Budget under the Appropriation entitled Admin, S/W,

NOW, THEREFORE, BE IT RESOLVED that the Board of Fire Commissioners, Fire District #1 does hereby authorize said salary agreement to be effective Jan. 1, 2024.

VOTE: Comm. Fritz Sr: AYE; Comm. Martuscelli.: AYE;
Comm. Puryear: AYE; Comm. Sutphin: absent; Pres. Manning: AYE.

**RESOLUTION 2023-1-12-6
A RESOLUTION APPROVING THE
2024 OFFICE HOLIDAYS**

Offered By: Comm. Fritz

Seconded By: Comm. Martuscelli

WHEREAS, the following 2024 Holidays be approved as follows:

JANUARY

Monday	January 1	New Years Day
Monday	January 15	Martin Luther King Day**

FEBRUARY

Monday	February 19	President's Day**
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MARCH

Friday	March 29	Good Friday**
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MAY

Monday	May 27	Memorial Day
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JUNE

Friday	June 21	Juneteenth **
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JULY

Thursday	July 4	Independence Day
Friday	July 5	**Floating Holiday**

SEPTEMBER

Monday	September 2	Labor Day
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OCTOBER

Monday	October 14	Columbus Day**
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NOVEMBER

Monday	November 11	Veteran's Day**
Thursday	November 28	Thanksgiving
Friday	November 29	Day after Thanksgiving

DECEMBER

Wednesday	December 25	Christmas
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****OFFICE HOLIDAY ONLY****

VOTE: Comm. Fritz Sr: AYE; Comm. Martuscelli.: AYE;
Comm. Puryear: AYE; Comm. Sutphin: absent; Pres. Manning: AYE.

RESOLUTION # 2023-1-12-7
2024 ADOPTED BUDGET RESOLUTION
NEPTUNE FIRE DISTRICT #1
FISCAL YEAR: January 1, 2024 to December 31, 2024

Offered By: Comm. Fritz

Seconded By: Comm. Puryear

WHEREAS, the Annual Budget for the Neptune Fire District No. 1 (the “Fire District”) for the fiscal year beginning January 1, 2024 and ending December 31, 2024, has been presented for adoption before the Board of Commissioners of the Fire District at its open public meeting of November 21, 2023; 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 adopted budget 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 Total Revenues of \$ 7,050,820.00 which includes amount to be raised by taxation of \$3,350,232.00, and Total Appropriations of \$7,050,820.00; and

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

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District at an open public meeting held on December 19, 2023 that the Annual Budget of the Fire District for the fiscal year beginning January 1, 2024 and ending December 31, 2024 is hereby adopted and, shall constitute appropriations for the purposes stated and authorization of Total Revenues of \$7,050,820.00 which includes amount to be raised by taxation of \$3,350,232.00 and Total Appropriations of \$7,050,820.00; 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 to be raised by taxation for the ensuing year. The results of which shall be subsequently certified to the Division and the Municipal Assessor.

 (Commissioner’s Signature)

12/19/2023
 (Date)

Board of Commissioners Recorded Vote

Member	Aye	Nay	Abstain	Absent
Albert Fritz Sr	X			
James Manning Jr	X			
Frank Martuscelli Sr	X			
Todd Puryear	X			
Frank Sutphin				X

**RESOLUTION # 2023-1-12-8
A RESOLUTION TO REVISE FIXING
NEPTUNE FIRE DISTRICT #1
COMMISSIONERS COMPENSATION**

Offered By: Comm. Manning

Seconded By: Comm. Puryear

WHEREAS, the Board of Fire Commissioners adopted resolution 2023-1-11-5, fixing the Commissioners compensation amount for 2024 at \$5,000.00,

WHEREAS; N.J.S.A.40A:14-88 provides that the board shall fix the amount of compensation each commissioner shall receive subject to review by the governing body wherein the fire district is located and the governing body has revised the 2024 amount; and

WHEREAS; The board has revised the compensation of each fire commissioner and has determined that for the year 2024 the compensation to be paid each elected commissioner shall be \$6,000.00 pending Township approval.

NOW, THEREFOR BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.1 Neptune Township that a certified true copy of this Resolution be forwarded to the Governing body of Neptune Township as required by said statute and then included in the annual budget proposed for the year 2024.

VOTE: Comm. Fritz Sr: AYE; Comm. Martuscelli.: AYE;
Comm. Puryear: AYE; Comm. Sutphin: absent; Pres. Manning: AYE.

TOWNSHIP OF NEPTUNE FIRE DISTRICT #1
RESOLUTION 2023-1-12-9
A RESOLUTION TO APPROVE 2022 AUDIT

Offered By: Comm. Fritz

Seconded By: Comm. Martuscelli

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and

WHEREAS, the annual audit report for the fiscal year ended December 31, 2022 has been completed and filed with the Director of Local Government Services pursuant to N.J.S.A. 40A:5A-15, and

WHEREAS, N.J.S.A. 40A:5A-17, requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "**General Comments**," "**Recommendations**," and "**Schedule of Findings and Questioned Costs**," and has evidenced that review by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "**General Comments**," "**Recommendations**," and "**Schedule of Findings and Questioned Costs**," in accordance with N.J.S.A. 40A:5A-17.

NOW, THEREFORE BE IT RESOLVED, that the Board of Fire Commissioners of the Township of Neptune Fire District #1 hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended December 31, 2022, and specifically has reviewed the sections of the audit report entitled "**General Comments**," "**Recommendations**," and "**Schedule of Findings and Questioned Costs**," and has evidenced that review by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the secretary of the authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON December 19, 2023

VOTE: Comm. Fritz Sr: AYE; Comm. Martuscelli.: AYE;
Comm. Puryear: AYE; Comm. Sutphin: absent; Pres. Manning: AYE.

Albert Fritz Sr

Clerk

12/19/2023

LOCAL AUTHORITIES GROUP AFFIDAVIT FORM

PRESCRIBED BY THE NEW JERSEY LOCAL FINANCE BOARD

AUDIT REVIEW CERTIFICATE

We, the members of the governing body of the Board of Fire Commissioners, Neptune Fire District 1, being of full age and being duly sworn according to law, upon our oath depose and say:

1. We are duly elected members of the Board of Fire Commissioner, Neptune Fire District 1.
2. We certify, pursuant to N.J.S.A. 40A:5A-17, that we have each reviewed the annual audit report for the fiscal year ended December 31, 2022, and specifically the sections of the audit report entitled "General Comments," "Schedule of Findings and Questioned Costs," and "Recommendations."

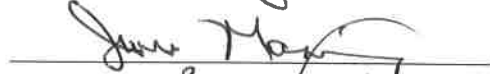
(PRINT NAME)

(SIGNATURE)

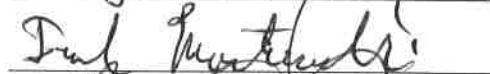
Albert Fritz, Sr



James Manning.



Frank Martuscelli



Todd Puryear



Frank Sutphin



Sworn to and subscribed before me this 19th day of December, 2023



Notary Public of New Jersey

RESOLUTION # 2023-1-12-10
A RESOLUTION AUTHORIZING EXECUTIVE SESSION

Offered By: Comm. Martuscelli

Seconded By: Comm. Puryear

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 Captains position
- Legal/Personnel issue pertaining to Retention Program Supervisor salary

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. Fritz Sr: AYE; Comm. Martuscelli.: AYE;
Comm. Puryear: AYE; Comm. Sutphin: absent; Pres. Manning: AYE.

NEW BUSINESS:

REPORTS

CHIEF-

ASSISTANT CHIEF-

CAPTAINS-

Liberty – Captain Campbell- Progress

Pd:

ADMINISTRATOR: Fritz gave update on building & truck issues.

COMMISSIONERS REPORTS:

Commissioner Puryear: progress

Commissioner Fritz Sr.: progress

Commissioner Martuscelli: Progress in Hamilton – Architect Conley working on re-bidding bunk room

Commissioner Sutphin:

President Manning: Progress. Thanks all for a good year.

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. Fritz

Seconded By: Comm. Puryear

MEETING GOES INTO EXECUTIVE SESSION

RESOLUTION # 2023-1-12-11

A RESOLUTION TO COME BACK TO REGULAR MEETING SESSION

Offered By: Comm. Fritz

Seconded By: Comm. Puryear

VOTE: Comm. Fritz Sr: AYE; Comm. Martuscelli.: AYE;
Comm. Puryear: AYE; Comm. Sutphin: absent; Pres. Manning: AYE.

MOTION TO ADJOURN

Offered By: Comm. Fritz

Seconded By: Comm. Manning

MEETING ADJOURNED