

**MINUTES
BOARD OF FIRE COMMISSIONERS
NEPTUNE FIRE DISTRICT NO. 1
REORGANIZATION MEETING
MARCH 5, 2024**

Commissioner Manning calls March 5, 2024, meeting to order and calls for a flag salute and moment of silence.

Commissioner Manning gave the Oath of Office to Commissioners Fritz & Sutphin on March 5, 2024

Comm. Manning asks the Clerk to Call the Roll:

<u>ROLL CALL</u>	<u>PRESENT/ABSENT</u>
Comm. Fritz	Present
Comm. Martuscelli	Present
Comm. Puryear	Present
Comm. Sutphin	Present
Comm. Manning	Present

Comm. 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.

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

Comm. Manning announces that two seats on the Board of Fire Commissioners were to be filled. The candidates receiving the highest number of votes and therefore elected to the Board of Fire Commissioners for a three-year term were Albert Fritz Sr. and Frank Sutphin. The following is a tabulation of the votes:

	<u>In Person</u>	<u>Absentee</u>	<u>Total</u>
Albert Fritz Sr.	70	276	346
Frank Sutphin	68	279	347

8 write-ins

Budget was Approved	<u>Yes</u>	<u>No</u>
In Person	67	6
Absentee	<u>183</u>	<u>124</u>
Total	250	130

PUBLIC COMMENT ON AGENDA ITEMS

Nominations taken for President.

James Manning was nominated.

nominated by Comm. Martuscelli Seconded by Comm. Fritz

No other nominations

Motion to close nominations by Comm. Martuscelli Seconded by Comm.Frtiz

RESOLUTION #2024-R-3-1 A RESOLUTION TO ELECT BOARD PRESIDENT

Offered By: Comm. Martuscelli

Seconded By: Comm. Fritz

BE IT RESOLVED, that James Manning be elected to serve as Board President.

VOTE: Comm. Fritz Sr: Yes Comm. Martuscelli: Yes
 Comm. Puryear: Yes Comm. Sutphin: Yes Comm. Manning: Yes

Comm. Fritz Congratulates President James Manning.

President elect takes over meeting.

PUBLIC COMMENT ON AGENDA ITEMS

None.

RESOLUTION #2024-R-3-2
A RESOLUTION TO ELECT BOARD VICE PRESIDENT,
CLERK, TREASURER, DEPUTY CLERK AND ASSIGN DEPARTMENTS

Vice President: Frank Sutphin, Offered By: Comm. Martuscelli Seconded By: Comm Fritz
 Nominations closed Martuscelli.

Clerk: Albert Fritz, Sr., Offered By: Comm. Martuscelli Seconded By: Comm. Manning Nominations closed

Treasurer: Frank Martuscelli, Sr., Offered By: Comm. Manning Seconded By: Comm. Fritz Nominations closed

Deputy Clerk: Todd Puryear, Offered By: Comm. Martuscelli Seconded By: Comm. Manning 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:	Fritz
Cadets	Commissioner:	Sutphin
Vehicle maintenance	Commissioner:	Fritz/Sutphin
Liaison to OEM/EMS/PD	Commissioner:	Manning
Unexcelled Fire Company	Commissioner:	Sutphin
Community Outreach/ Recruitment/Grants	Commissioner:	Manning/Martuscelli
Communications	Commissioner:	Manning
Hydrants	Commissioner:	Manning
LOSAP	Commissioner:	Martuscelli
Personnel	Commissioner:	Puryear
Deputy Personnel	Commissioner:	Martuscelli
Standby	Commissioner:	Puryear
Warehouse	Commissioner:	Martuscelli
Hamilton Fire Company	Commissioner:	Martuscelli
Building & Grounds	Commissioner:	Sutphin/Fritz
Safety	Commissioner:	Manning/Sutphin
Liberty Fire Company	Commissioner:	Puryear
Training	Commissioner:	Sutphin/Fritz

VOTE: Comm. Fritz Sr: Yes Comm. Martuscelli: Yes
 Comm. Puryear: Yes Comm. Sutphin: Pres. Manning: Yes

RESOLUTION #2024 R-3-3
A RESOLUTION TO DESIGNATE OFFICIAL NEWSPAPERS

Offered By: Comm. Fritz

Seconded By: Comm. Martuscelli

BE IT RESOLVED, that the 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. Fritz Sr: Yes Comm. Martuscelli: Yes
 Comm. Puryear: Yes Comm. Sutphin: Pres. Manning: Yes

RESOLUTION #2024 R-3-4
A RESOLUTION TO DESIGNATE DEPOSITORIES
FOR DISTRICT FUNDS

Offered By: Comm. Fritz

Seconded By: Comm. Puryear

BE IT RESOLVED, that Wells Fargo 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. Fritz Sr: Yes Comm. Martuscelli: Yes
 Comm. Puryear: Yes Comm. Sutphin: Pres. Manning: Yes

RESOLUTION #2024 R-3-5
A RESOLUTION TO RESERVE UNEXPENDED CAPITAL

Offered By: Comm. Manning Seconded By: Comm. Martuscelli

WHEREAS, the Board of Fire Commissioners shall reserve any unexpended 2024 Capital,

WHEREAS, these monies shall be placed in the 2025 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 2024 Capital reserve to be placed in the 2025 Capital Improvement Fund as so stated above.

VOTE: Comm. Fritz Sr: Yes Comm. Martuscelli: Yes
 Comm. Puryear: Yes Comm. Sutphin: Pres. Manning: Yes

RESOLUTION # 2024 R-3-6
A RESOLUTION TO APPOINT PROFESSIONALS

Offered By: Comm. Fritz

Seconded By: Comm. Puryear

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

WHEREAS, funds for this purpose shall be provided for the in the 2024 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 hereby and they are authorized and directed to engage the services of the following professionals:

Board Attorney: Beekman & Beekman

Board Auditor: Fallon & Larsen LLP

Board Accountant: Thomas R. Furlong CPA

Board Labor Attorney: Plosia Cohen LLC

Board Physician: Dr. Steven Crawford
Representing Meridian Occupational

Engineer: Peter Avakian
Leon S. Avakian, Inc.

Architect Rob Conley Architect LLC

for a term commencing March 1 2024 through and including March 4, 2025 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 hereby and he is authorized and directed to publish this resolution in accordance with NJSA 40A: 11-1.

VOTE: Comm. Fritz Sr: Yes Comm. Martuscelli: Yes
Comm. Puryear: Yes Comm. Sutphin: Pres. Manning: Yes

RESOLUTION #2024-R-3-7
RESOLUTION PERMITTING PRE-PAYMENT OF CERTAIN ITEMS

Offered By: Comm. Manning

Seconded By: Comm. Martuscelli

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. Fritz Sr: Yes Comm. Martuscelli: Yes
 Comm. Puryear: Yes Comm. Sutphin: Pres. Manning: Yes

**RESOLUTION #2024-R-3-8
TO ESTABLISH SCHEDULE OF MEETINGS**

Offered By: Comm. Manning

Seconded By: Comm. Martuscelli

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 2024 and 2025. All meetings shall be held at the Shark River Firehouse, 200 Brighton Avenue, at 7:00pm for the Workshop Meeting and the Regular Meeting to follow, unless otherwise indicated.

2024 MEETING SCHEDULE

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

2025

January 1 (Wed.) — Swearing in 12 noon at the Shark River Firehouse 200 Brighton Ave	
January 21 (Tues.)	March 4 (Tues.) Regular & Re-Organization
February 18 (Tues.)	March 18 (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. Fritz Sr: Yes Comm. Martuscelli: Yes
 Comm. Puryear: Yes Comm. Sutphin: Pres. Manning: Yes

RESOLUTION # 2024-R-3-9
A RESOLUTION DISPENSING WITH THE READING OF MINUTES
OF THE FEBRUARY 20, 2024 MEETING

Offered By: Comm. Fritz

Seconded By: Comm. Puryear

BE IT RESOLVED, that the Clerk dispense with the reading of the minutes of the February 20, 2024 Meeting.

VOTE: Comm. Fritz Sr: Yes Comm. Martuscelli: Yes
 Comm. Puryear: Yes Comm. Sutphin: Pres. Manning: Yes

RESOLUTION # 2024-R-3-10
A RESOLUTION TO RATIFY AND APPROVE MINUTES
OF THE February 20, 2024 MEETING

Offered By: Comm. Fritz

Seconded By: Comm. Martuscelli

BE IT RESOLVED, that the minutes of the Meeting of the February 20, 2024 Meeting be ratified and approved.

VOTE: Comm. Fritz Sr: Yes Comm. Martuscelli: Yes
 Comm. Puryear: Yes Comm. Sutphin: Pres. Manning: Yes

RESOLUTION # 2024-R-3-11
A RESOLUTION APPROVING CASH MANAGEMENT PLAN

Offered By: Comm. Martuscelli

Seconded By: Comm. Fritz

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. Fritz Sr: Yes Comm. Martuscelli: Yes
 Comm. Puryear: Yes Comm. Sutphin: Pres. Manning: Yes

ITEMS FOR DISCUSSION IN OPEN SESSION

NEW BUSINESS:

REPORTS

CHIEF- None

ASSISTANT CHIEF- None

CAPTAINS- None

COMMISSIONERS REPORTS:

Liberty- Comm. Puryear: Progress, will be meeting with Contractor & Engineer for last few items from exterior renovations.

Unexcelled - Comm. Sutphin:

Shark River – Comm. Fritz: Progress

Hamilton - Comm. Martuscelli: Progress

Manning – Progress

Administrator: - Roof evaluation quote received for 3 Firehouses – will review with vendor to clarify the amounts – quoted for 4 only need 3.

- Resolution for updated NFIRS program to be added to the 3/19/2024 Meeting
- Resolution to award contract for Bunk Room Projects at Unexcelled & SRH to be added to the 3/19/2024 Meeting
- Requested Per Diem be added when the trucks go to Fire & Safety for annual PM Services – Todd approved.

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.

None

MOTION TO ADJOURN

Offered by Comm. Martuscelli

Seconded by: Comm. Manning

MEETING ADJOURNED