

**TOWNSHIP OF LOWER FIRE DISTRICT NO. 1
BOARD OF FIRE COMMISSIONERS
P.O. BOX 1
VILLAS, New Jersey 08251**

FIRE DISTRICT #1 MEETING: DATE: March 23, 2023
Meetings are the 4th Thursday of the Month. Public Time: @ 8:00 pm

AGENDA

1. CALL TO ORDER: **FIRE DISTRICT 1 of Lower Township**

2. FLAG SALUTE:

- A:** United States Flag should be posted to the right of the Board of Fire Commissioners as they face the Public.
- B:** Pledge of Allegiance to the Flag.
- C:** Observe moment of silence.

3. SUNSHINE LAW ANNOUNCEMENT:

In accordance with the provision of the New Jersey Open Public Meetings law. Notice of this meeting has been mailed to the following Newspaper:

A: “The Cape May County Herald”

As well as having been posted in the Lower Township Building at least 48 hours in advance of this meeting, for Fire District #1.

4. ROLL CALL OF FIRE COMMISSIONER:

PRESENT

TREASURER:	BRANNON	X
SECRETARY:	MORNICK	X
CHAIRMAN:	HOWARD	X
VICE CHAIRMAN:	WAREHAM	A
COMMISSIONER:	GENTEK	X

5. READING OF THE LAST MONTHLY MEETING MINUTES:

A. Approval of the meeting minutes/make available.

Motion to accept made by: Commissioner Brannon

Seconded by: Commissioner Gentek

6. TREASURER REPORT

- Report follows minutes.

TOTAL BILLS: \$ 102,016.29

Transferred: \$102,015.63 and \$1,286.97 for P-Card account

A. Approval of Treasurer's Report:

Motion to accept made by: Commissioner Gentek

Seconded by: Commissioner Mornick

Motion to transfer funds and pay the bills made by:
Commissioner Gentek

Seconded motion made by: Commissioner Mornick

7. COMMUNICATIONS

INCOMING MAIL/EMAIL: Received email from Board of Elections concerning information for 2023 election on February 18, 2023.

OUTGOING MAIL/EMAIL:

8. REPORTS OF EXECUTIVE BOARD

Chairman Reports-All good

Vice Chairman- Not available

COMMITTEE REPORTS

FIRE BUREAU- Meeting held and next meeting (April 26) is all commissioners involved. Also, discussion of a new NJ Fire Inspector Course.

FIRE APPARATUS-Progress

ISO-Pre-Plan Progress

HYDRANTS- Quarterly report requested from Craig Loper of MUA

LOSAP-LOSAP paperwork was received. New Applications have new paperwork.

INSURANCE-Progress. Will be requesting a C.O.I. for the street drives to be conducted and all paperwork will be forwarded to Fire Co and County and Lower Township.

FIXED ASSETS-Set \$1,000 limit for tagging.

9. FIRE CHIEFS REPORT

- Report follows minutes.

10. OLD BUSINESS- Office light in Commissioners office needs to be replaced. Vehicle usage guidelines presented need to be addressed and reviewed this month. Still waiting on one more statement relative to the Maintenance Crew issue. Gym thermostat to be worked on. Maintenance crew stipend program discussed. Only can work maximum of 28 hours. Must clock in and out and not have someone do it for them. Smoke detectors issues to be discussed. Accident investigation team should be started again. This will be tabled till next month. Also, conflict of interest concerning accident team to be discussed.

11. NEW BUSINESS-Fire company requesting a lap top and accessories for \$586.93. Motion by Mornick, 2nd by Gentek. Wareham absent. 4 Ayes. Also, cables for Laptop to be installed.

12. RESOLUTION- Resolution 2023-04 Authorizing Appointment of Attorney for the 2023-2024. Motion by: Mornick, 2nd by Brannon, Wareham absent. 4 ayes. Resolution 2023-05 Authorizing Award of a Non-Fair and Open contract for Legal Services for the year 2023-2024. Motion by: Mornick, 2nd by Brannon, Wareham absent. 4 ayes. Resolution 2023-06 Authorizing Appointment of Auditor for the year 2023-2024. Motion by: Mornick, 2nd by Brannon, Wareham absent. 4 ayes. Resolution 2023-07 Authorizing the Award of a Non-Fair and Open Contract of Auditing Services for the year 2023-2024. Motion by: Mornick, 2nd by Brannon, Wareham absent. 4 ayes. Resolution 2023-08 Adoption of Cash Management Plan for 2023-2024 Year. Motion by: Mornick, 2nd by Brannon, Wareham absent. 4 ayes. Resolution 2023-09 Authorizing Regular Meeting Schedule for the year 2023-2024. Motion by: Mornick, 2nd by Brannon, Wareham absent. 4 ayes. Resolution 2023-10 Designation of Official Newspapers for Publications for the 2023-2024 Year. Motion by: Mornick, 2nd by Brannon, Wareham absent. 4 ayes. Resolution 2023-11 Authorizing Approval and Payment of Claims for the 2023-2024 year. Motion by: Mornick, 2nd by Brannon, Wareham absent. 4 ayes. Resolution 2023-12 Designating Surety Bonding for Commissioners for the 2023-2024 Year. Motion by: Mornick, 2nd by Brannon, Wareham absent. 4 ayes.

13. OPEN COMMENTS FROM THE PUBLIC- None

14. ANNOUNCEMENT OF NEXT MEETING

DATE: April 27, 2023

TIME: 8 PM

15. ADJOURNMENT:

Motion made by: Commissioner Mornick

Seconded by: Commissioner Gentek

NOTE: This meeting will be run under Roberts Rules of Order and a copy is available if needed.