

THE BOARD OF COMMISSIONERS OF FIRE DISTRICT NO. 3
TOWNSHIP OF EAST BRUNSWICK, NEW JERSEY



MONTHLY MEETING

Meeting Minutes

Date & Time:	Tuesday, September 12, 2017
Location:	Colonial Oaks Firehouse
Facilitator:	Commissioner Bowne
Scribe:	Linda Nicholas
Meeting Objective:	Monthly Meeting

Attendees:	Status (Present / Absent)
Commissioner Edward Bowne	Present
Commissioner Thomas Duffy	Present
Commissioner Ryan Fenstermaker	Absent
Commissioner Scott Miller	Present
Commissioner David Wood	Present

MINUTES / NOTES

Meeting called to order at 19:30 by Commissioner Bowne.

Pledge of Allegiance was recited by all.

Commissioner Bowne read the Open Public Meeting Act as follows:

THIS MEETING IS BEING HELD IN ACCORDANCE WITH THE REQUIREMENTS OF THE OPEN PUBLIC MEETING ACT (L.1975, C.231, S.3-D) AND PURSUANT THERETO, A SCHEDULE OF REGULAR MEETINGS WAS ADOPTED AT THE MEETING OF MARCH 21, 2017, WHICH SCHEDULE WAS FILED WITH THE MUNICIPAL CLERK, PROVIDED TO THE HOME NEWS TRIBUNE AND THE SENTINEL, AS WELL AS POSTED IN THE MUNICIPAL BUILDING.

Commissioner Bowne indicated where the emergency exits are located.

Roll call was taken.

CORRESPONDENCE (reported by Commissioner Miller)

- Received two letters from Bruce Smith, Chairman of District #1 that were addressed to Mayor Brad Cohen. First letter is in regard to the meeting on snow removal. Second letter dated 8/17 – In regard to water bills.

INSURANCE (reported by Commissioner Duffy)

- Nothing to report this month.

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LOSAP (reported by Commissioner Wood)

- Nothing to report this month.

COMMITTEES

Riva Avenue Project (reported by Commissioner Miller)

- After meeting with Kurt last Thursday, Commissioner Miller reached out to Design Collaborative to let them know that meeting had occurred. They sent back a request to send back a request to send to both John (Builder) and Kurt (Architect) that they will be taking over as owner's representative and to please cooperate with the two. Commissioner Miller sent it off and a return email from John was received thanking them. He also asked for a copy of the contracts between the District and Design Collaborative Architects so he can understand roles. He also requested a copy of all district and representative/consultant contracts for this project just for their records. Commissioner Miller responded to John asking that he make these requests as part of their agenda for the meeting with Design Collaboratives; they will be able to answer your requests. John responded that he would like his attorney to review the contracts before meeting with the new representative.
- Commissioner Miller received a message today from Linda at Design Collaboratives telling him of the meeting with John at J&M – it was a cordial; confrontational meeting which ended with them telling Design Collaborative that we will do what we must do and they will do what they have to do. Commissioner Miller then added with respect to the contracts, they are public information. Richard Braslow, attorney confirmed that. The builders could make an open request to get those documents or just simply contact Mr. Braslow. Commissioner Miller also received a request from Kurt Ludwig asking if they had made payment #7 yet. He is not sure if it is a part of the invoices to be paid this evening. Linda and Drew from Design Collaboratives have seen #7 payment request and they said not to pay it. They should not have paid invoice #2 - #6. According to them we have paid the builder way too much already.
- Tomorrow Drew will be drafting the directive for them to go back to work which will have to ultimately come from Kurt and be signed by the board. As soon as those drafts are available copies will go out to everyone and sign them and see how it goes from there. Commissioner Miller seems to think they are going to put up a fight – Drew basically told him that the builders want to get paid to remobilize. Attorney Braslow will be involved with all this.
- Commissioner Duffy reported that payment was made to PSEG. We are on the list to get the gas cut off at the road at Riva Ave. He would like permission to reach out to heating folks/plumbers he knows to get the orifices changed on the heating inside back building to make it through the winter. He is assuming it is something he will have to get 3 bids on. When this all happens Commissioner Wood said it all has to be worked out with the fire company to bring in the propane tanks. He thinks a discussion needs to happen with the trustees to let them know of what has to be done.

TECHNOLOGY (reported by Commissioner Wood)

- The website is back up. Invoice will be submitted next month. Now all the information needs to be populated before budget season.
- Next step – if this were to ever happen again, it will revert back to a private website now. It is being backed up by Word Press.
- On another note, Chris came up on Sunday night to do the bills, and there was an error. The computer updated itself to Windows 10 and it was no longer compatible with Quick Book 2013. She had to

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purchase QuickBooks 2017 and they installed it last night and all is back on track now. She will submit the invoice for reimbursement.

PUBLIC PORTION

Chiefs Report – reported by Chief Umbach

- There were 8 calls for the month of August; 3 so far for the month of September.
- Total calls for the year so far is at ??.
- Wrapped up the summer of fireworks with the County Fair. It went well with the two nights. They were happy with everything.
- Two addresses – we were contacted by the Fire Marshall about 89 Church Lane – hoarding conditions. It was the son of the owners who contacted him. The Fire Marshall recommended he reach out to the Health Department. 14 Beddington Court – same conditions. The firefighters were out there on a call and felt the conditions of the house were deplorable. It was unsafe for even fire fighters to go in. The police department got involved because there is a small child living in the home. The health department as well as DYFS. On a follow up with the PD, DYFS was going to do a home visit and they will follow up. You can see that there is stuff piled up at the front door.
- Received a letter from an attorney regarding a fire report from 2014. It was a mutual aid call so there is not much on our report. It was a fatal car accident.
- East Brunswick day is coming up on September 23rd. Helmetta is requesting a fire engine for their fireworks display. Wildwood is also coming up so the Chief is putting them on dual alarms with District #1 for Friday and Saturday only.
- Director of the Water Department was looking to do some new style hydrants (a new locking system). The new wrench is capable of opening and closing the old hydrants but only that wrench can open and close the new hydrants. He requested them to do the Hydrant located at Chrystal Springs so they can begin to train on that. If that is not feasible then they can swap out the hydrant here. They only thing we would have to get extra wrenches (Commissioner Duffy stated that they would have to purchase the additional wrenches).
- Phil Foglia, Captain of Brookview Fire Company reported that there is a live burn coming up next Monday, September 18th from 6:30 – 10pm. Next is scheduled for October 21st. Both are already paid for. The one earlier this year was canceled due to weather.
- Mike Duffy, VP for Brookview Fire Company. Three members have resigned. They are George Kuzma, Heather Kuzma and Ian Paglia. They can be removed from our insurance. Commissioner Duffy requested an updated membership list from the VP.

Engineers Report - reported by Ken Skalla

- Ken was absent. No report this month.

TREASURY REPORT (reported by Commissioner Wood)

Beginning balance in account as of 08/25/17 was \$464,398.24. After interest income of \$77.09 and refund from Workmans Comp of \$1,968.00. After disbursements tonight, balance is \$453,672.90.

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Reviewing the budgets, nothing is in the red as of this moment. Inter locals are due January and June. We are done for this year as per Christine Gerbereux.

(See attached reports for the breakdown of payments/disbursements)

Commissioner Duffy made a motion to pay the bills. Commissioner Miller seconded the motion. All were in favor; it was so moved.

OLD BUSINESS:

- Commissioner Bowne asked if everyone completed their financial forms – Commissioner Wood and Duffy confirmed the completed theirs. Commissioner Miller will complete his tonight.

NEW BUSINESS

- Nothing new to report.

Commissioner Miller made a motion to end the meeting. Commissioner Duffy seconded the motion. All were in favor.

Meeting adjourned at 20:00.

#	Action Item	Lead Resource	Target Date	Priority	Comments
1	Drafts of directives from Collaborative Designs	Commissioner Miller			
2	Update member list and insurance policy to match	Commissioner Duffy			
3	Update website with all meeting minutes	Commissioner Wood and Linda Nicholas	Before budget season		

Items / Issues to Discuss at a Later Time (Parking Lot):

#	Description
1	
2	

Decisions / Agreements:

#	Description

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