

**Board of Fire Commissioners
Washington Township Fire District No. 1
P. O. Box 152
Washington, New Jersey 07882**

Minutes for December 11, 2024:

Meeting Called to Order by M. Riotto at 7:00 P.M.

Pledge of Allegiance

M. Riotto requested a moment of silence for all fallen firefighters.

Roll Call

Chairman – Michael Riotto – Present
Vice Chairman – Matthew Noctor – Present
Secretary – Karl Spolarich – Present
Treasurer – Marc DeMarco – Present
Assistant Secretary/Treasurer – Chase Darwin – Absent

Certification of Public Meeting Law

K. Spolarich, secretary, noted that this meeting was being held in compliance with the Open Public Meetings Law of 1975 in as much as a notice had been published in *The Express Times* and/or *The Star Ledger* and posted at the municipal building.

Reorganization

Oath of Allegiance

M. DeMarco, elected on November 5, 2024, recited and signed his Oath of Allegiance for the position of Fire District Commissioner.

Commissioner Positions

Motion was made by K. Spolarich to appoint Commissioners to the following positions:

Chairman – Michael Riotto
Vice Chairman – Matthew Noctor
Secretary – Karl Spolarich
Treasurer – Marc DeMarco
Assistant Secretary/Treasurer – Chase Darwin

Second was made by M. Noctor. All were in favor.

Resolution #24-012 - Appointment of Attorney

Motion made by K. Spolarich to appoint Richard Braslow as the Board's attorney. Second was made by M. DeMarco. All were in favor.

Resolution #24-013 - Appointment of Accountant

Motion made by K. Spolarich to appoint Urban and Jinks as the Board's accountant. Second was made by M. Noctor. All were in favor.

Resolution #24-014 - Appointment of Auditor

Motion made by K. Spolarich to appoint Urban and Jinks as the Board's auditor. Second was made by C. Darwin. All were in favor.

Resolution #24-015 – Adoption of Cash Management Plan

Motion made by K. Spolarich to appoint Wells Fargo as the public depository of the Board's cash management plan. Second was made by C. Darwin. All were in favor.

Resolution #24-016 - Regular Meeting Schedule

Motion made by K. Spolarich that all regular meetings of the Board shall take place on the second Wednesday of each month at 7:00 P.M., with caucus meetings to be held at 6:30 P.M., at the Washington Township Firehouse, 16 Pleasant Valley Road, Washington, New Jersey. Second was made by M. DeMarco. All were in favor.

Resolution #24-017 - Official Newspapers

Motion made by K. Spolarich that the official newspapers in which the Board will publish all required notices shall be *The Express Times* and/or *The Star Ledger*. Second was made by C. Darwin. All were in favor.

Resolution #24-018 - Payment of Claims

Motion made by K. Spolarich to authorize approval and payment of claims. Second was made by M. Noctor. All were in favor.

Resolution #24-019 - Surety Bonding

Motion made by K. Spolarich to designate surety bonding for the Commissioners with VFIS in the amounts of \$1,000,000.00 for each Commissioner and \$2,000,000.00 for the Treasurer. Second was made by C. Darwin. All were in favor.

Reading of Minutes

Minutes from the November 13, 2024, meeting were read by K. Spolarich. Motion to accept minutes as read made by M. DeMarco. Second was made by M. Noctor. All were in favor.

Correspondence

None.

Report of Fire Department

Monthly report for December 2024 read and submitted by President T. Pantuso.

Report of Fire Chief

Monthly activity report for November 2024 read and submitted by Fire Chief T. Wilson.

Report of Fire Official

Monthly activity report for November 2024 submitted by Fire Official E. Kiley.

Old Business

None.

New Business

Resolution #24-020 – 2025 Budget Presentation

Proposed 2025 budget of the Board was presented for public discussion and approval. The total budget for 2025 is in the amount of \$ 750,085.07, with a total of \$ 619,380.07 to be raised by taxes at a \$0.089 tax rate per hundred. K. Spolarich made a motion to approve the 2025 proposed budget. Second was made by M. DeMarco. All were in favor.

Resolution #24-021 – Adoption of Temporary Budget for 2025

K. Spolarich made a motion to adopt a temporary budget for 2025 until the fire district's budget is adopted at its January 8, 2025, monthly meeting. Second was made by M. Noctor. All were in favor.

K. Spolarich made a motion to approve Gabriel Yobe of 201 Bryans Road as a junior member of the fire department. Second was made by M. DeMarco. All were in favor.

Meeting opened to the public by M. Riotto at 7:18 P.M.

No public participation.

Meeting closed to the public by M. Riotto at 7:19 P.M.

Treasurer's Report/Payment of Bills

Treasurer's report for December 10, 2024, read and submitted by M. DeMarco. Motion to pay bills made by M. Noctor. Second was made by C. Darwin. All were in favor. The total of the approved bills for December 10, 2024, is \$39,302.48.

Miscellaneous

Resolution #24-022 – Authorizing Hiring of Per Diem Employee

Motion made by K. Spolarich to hire Justin Granitski as a Firehouse Caretaker, a per diem employee of the Board. Second was made by M. DeMarco. All were in favor.

Adjournment

Motion made by M. DeMarco to adjourn meeting at 7:25 P.M. Second was made by C. Darwin. All were in favor.

Karl B. Spolarich
Secretary

**THE COMMISSIONERS OF FIRE DISTRICT NO. 1
IN THE TOWNSHIP OF WASHINGTON, COUNTY OF WARREN**

Resolution # 24-012

Authorizing Appointment of Attorney for the 2025 Year

WHEREAS, there exists a continuing need for legal services to be provided to the Commissioners of Fire District No. 1 in the Township of Washington, County of Warren, concerning various responsibilities undertaken by the Commissioners; and,

WHEREAS, the Commissioners are desirous of making an appointment to this position as referenced above for the year of 2025; and,

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A: 11-1 *et seq.*, provides that a governing body may award a contract without public advertising for competitive bidding where the nature of said contract is in the form of a professional service; and,

WHEREAS, the subject resolution providing for the awarding of a contract relative to professional services and the notice of the award of contract shall be available for public inspection; and,

WHEREAS, the Local Public Contract Law, N.J.S.A. 40A:11-5(1)(a)(i), provides that a notice of the award of said contract shall be published in a newspaper, said advertisement stating the nature, duration, and amount of the contract.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 1 in the Township of Washington, County of Warren, as follows:

(1) Richard M. Braslow, Esq., is hereby appointed to provide legal services to the Commissioners relative to any and all issues presented to the Commissioners pursuant to any of its obligations or responsibilities.

(2) This resolution and the notice of award of contract shall be available for public inspection.

**THE COMMISSIONERS OF FIRE DISTRICT NO. 1
IN THE TOWNSHIP OF WASHINGTON, COUNTY OF WARREN**

Resolution # 24-013

Authorizing Appointment of Accountant for the 2025 Year

WHEREAS, there exists a continuing need for legal services to be provided to the Commissioners of Fire District No. 1 in the Township of Washington, County of Warren, concerning various responsibilities undertaken by said Commissioners; and,

WHEREAS, the Commissioners are desirous of making an appointment to this position as referenced above for the 2025 year; and,

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A: 11-1 *et seq.*, provides that a governing body may award a contract without public advertising for competitive bidding where the nature of said contract is in the form of a professional service; and,

WHEREAS, the subject resolution providing for the awarding of a contract relative to professional services, and the notice of the award of said contract shall be made available for public inspection; and,

WHEREAS, the Local Public Contract Law, N.J.S.A. 40A:11-5(1)(a)(i), provides that a notice of the award of said contract shall be published in a newspaper, said advertisement stating the nature, duration, and amount of the contract.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 1 in the Township of Washington, County of Warren, as follows:

(1) Urban and Jinks is hereby appointed to provide accounting services to the Commissioners.

(2) This resolution and the notice of award of contract shall be available for public inspection.

**THE COMMISSIONERS OF FIRE DISTRICT NO. 1
IN THE TOWNSHIP OF WASHINGTON, COUNTY OF WARREN**

Resolution # 24-014

Authorizing Appointment of Auditor for the 2025 Year

WHEREAS, there exists a continuing need for certain auditing services to be provided to the Commissioners of Fire District No. 1 in the Township of Washington, County of Warren, concerning various responsibilities undertaken by said Commissioners; and,

WHEREAS, the Commissioners are desirous of making an appointment to this position as referenced above for the year of 2025 year; and,

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A: 11-1 *et seq.*, provides that a governing body may award a contract without public advertising for competitive bidding where the nature of said contract is in the form of a professional service; and,

WHEREAS, the subject resolution providing for the awarding of a contract relative to professional services and the notice of the award of said contract shall be made available for public inspection; and,

WHEREAS, the Local Public Contract Law, N.J.S.A. 40A:11-5(1)(a)(i), provides that a notice of the award of said contract shall be published in a newspaper, said advertisement stating the nature, duration, and amount of the contract.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 1 in the Township of Washington, County of Warren, as follows:

- (1) Urban and Jinks is hereby appointed to provide auditing services to the Commissioners together with assistance in preparation of the 2026 budget and for establishment and maintenance of the necessary documentation consistent with the requirements and the regulations of the Department of Community Affairs and with the New Jersey statutes.

- (2) This resolution and the notice of award of contract shall be available for public inspection.

**THE COMMISSIONERS OF FIRE DISTRICT NO. 1
IN THE TOWNSHIP OF WASHINGTON, COUNTY OF WARREN**

Resolution # 24-015

Adoption of Cash Management Plan

WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities and the fire district is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and,

WHEREAS, Subchapter 3, Section 5:31-3.1(a) provides that the governing body shall, by resolution passed by not less than a majority of the full membership, adopt a cash management plan, which shall include the designation of a depository, the State of New Jersey Cash Management Fund or a public depository or depositories.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 1 in the Township of Washington, County of Warren, as follows:

(1) This resolution shall act as a formal adoption by the Commissioners of a cash management plan, which shall allow for official depositories of the Commissioners to be The State Cash Management Fund and/or Wells Fargo.

**THE COMMISSIONERS OF FIRE DISTRICT NO. 1
IN THE TOWNSHIP OF WASHINGTON, COUNTY OF WARREN**

Resolution # 24-016

Authorizing Regular Meeting Schedule for the 2025 Year

WHEREAS, Public Law 1975, Chapter 231, Section 13, requires a public body to post and maintain posted, to distribute to designated newspapers, and to further file with the Municipal Clerk for the purpose of public inspections, a schedule of the regular meetings of such public body to be held during the calendar year; and,

WHEREAS, such schedule of regular meetings is required to contain the location of each meeting, to the extent that it is known, and the time and date of each meeting; and,

WHEREAS, Public Law 1975, Chapter 231, Section 3-D, provides that where the annual notice or revisions thereof, in compliance with sections of the subject act, set forth the location, time and date of any meeting, no further action shall be required for such meeting.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 1 in the Township of Washington, County of Warren, as follows:

(1) All regular meetings of the Commissioners shall take place on the second Wednesday of every month at 7:00 P.M. with caucus meetings to be held at 6:30 P.M. at the Washington Township Firehouse, 16 Pleasant Valley Road, Washington, New Jersey:

January 8, 2025	July 9, 2025
February 12, 2025	August 13, 2025
March 12, 2025	September 10, 2025
April 9, 2025	October 8, 2025
May 14, 2025	November 12, 2025
June 11, 2025	December 10, 2025

(2) A summary of this resolution shall be mailed to *The Express Times* and *The Star Ledger*.

(3) A summary of this resolution shall be posted and shall be maintained on the official bulletin board of the Township of Washington, shall be posted on the official bulletin board of the Commissioners, and shall also be kept on file by the Municipal Clerk for purposes of public inspection.

**THE COMMISSIONERS OF FIRE DISTRICT NO. 1
IN THE TOWNSHIP OF WASHINGTON, COUNTY OF WARREN**

Resolution # 24-017

**Designation of Official Newspapers for
Publications for the 2025 Year**

WHEREAS, the Commissioners of Fire District No. 1 in the Township of Washington, County of Warren, must, by statutory law, publish various items in order to comply with said requirements of statutory law; and

WHEREAS, the Commissioners are desirous of designating various newspapers as official newspapers in which the Commissioners may publish its various items during the 2025 year.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 1, in the Township of Washington, County of Warren, as follows:

(1) The official newspapers in which the Commissioners will publish all required notices or other items during the 2025 year pursuant to New Jersey statutes shall be *The Express Times* and/or *The Star Ledger*, unless said New Jersey statutory law otherwise mandates that a newspaper other than those as referenced herein be used for said publications.

**THE COMMISSIONERS OF FIRE DISTRICT NO. 1
IN THE TOWNSHIP OF WASHINGTON, COUNTY OF WARREN**

Resolution # 24-018

Authorizing Approval and Payment of Claims

WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities, and the fire district is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and

WHEREAS, Subchapter 4, Section 5:31-4.1(e) provides that payment of claims by the fire district shall be by check on the fire district and signed by the governing body chairman, the chief financial officer and countersigned by such other officer or officials as designated by resolution; and

WHEREAS, Subchapter 4, Section 5:31-4.2 further provides that the Commissioners, at their reorganizational meeting, designate, by resolution, the individuals whose signatures shall appear on checks drawn upon the treasury of the Commissioners; and

WHEREAS, Subchapter 4, Section 5:31-4.1(f) provides that the Commissioners shall, by resolution passed by not less than the majority of the full membership, further designate the manner in which the time in which salaries, wages or other compensation for services shall be paid.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 1, in the Township of Washington, County of Warren, as follows:

(1) The checks as issued by the Commissioners for payment of claims shall be signed by the Chairman, Treasurer, and countersigned by one other Commissioner in order that the Commissioners comply with the rules and regulations as promulgated by the Local Finance Board and as set forth herein.

(2) No more than one stamp facsimile shall be used on any particular check in place of a handwritten signature.

(3) The manner in which and the time in which compensation for services rendered by employees of the Commissioners shall be paid shall be in accordance with individual employment contracts. The Commissioners' salaries shall be paid as determined by the Commissioners.

**THE COMMISSIONERS OF FIRE DISTRICT NO. 1
IN THE TOWNSHIP OF WASHINGTON, COUNTY OF WARREN**

Resolution # 24-019

Designating Surety Bonding for Commissioners

WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities, and the fire district is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and

WHEREAS, Subchapter 6, Section 5:31-6.1 provides that the fire district shall, by resolution, designate employees and officials required to furnish surety bonds and determine minimum bonds for each such employee and official; and

WHEREAS, the Commissioners of Fire District No. 1 in the Township of Washington, County of Warren, deem it necessary to provide bonding for the Commissioners.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 1 in the Township of Washington, County of Warren, as follows:

- (1) The Commissioner serving as Treasurer shall be bonded in the amount of \$2,000,000.00.
- (2) All other Commissioners shall be bonded in the amount of \$1,000,000.00.

**THE COMMISSIONERS OF FIRE DISTRICT NO. 1
IN THE TOWNSHIP OF WASHINGTON, COUNTY OF WARREN**

Resolution #24-021

Adoption of Temporary Budget for 2025

WHEREAS, it has become necessary for the Commissioners of Fire District No. 1 in the Township of Washington, County of Warren, by resolution, to adopt a temporary budget to make appropriations and to provide for the period between the beginning of the fiscal year, January 1, 2025, and the adoption of the budget by the fire district, which is scheduled for January 8, 2025.

NOW, THEREFORE, be it RESOLVED by the Commissioners of Fire District No.1 in the Township of Washington, County of Warren, as follows:

(1) A temporary budget is hereby adopted to be effective from the beginning of the fiscal year as noted above and to be in full force and effect until the adoption of the annual fire district budget; the total of the appropriations of the temporary budget to reflect not in excess of 14 percent of the total of the appropriations made for all purposes in the budget for the preceding fiscal year exclusive of appropriations for interest and debt redemption charges and capital improvements.

**THE COMMISSIONERS OF FIRE DISTRICT NO. 1
IN THE TOWNSHIP OF WASHINGTON, COUNTY OF WARREN**

Resolution # 24-022

Authorizing Hiring of Per Diem Employee

WHEREAS, the Fire District has previously created the position of Firehouse Caretaker;
and

WHEREAS, the Fire District is desirous of employing a per diem employee relative to
the position.

NOW, THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 1 in
the Township of Washington, County of Warren, as follows:

- (1) Justin Granitski is employed relative to the referenced position.
- (2) This individual shall undertake all job responsibilities relative to the position as previously adopted by the Fire District.
- (3) This individual shall receive \$20.00 per hour for services rendered to be paid on the 15th and 30th of each month.
- (4) The commencement date of employment shall be upon adoption of this resolution and satisfaction by the employee of any conditions of employment.

Presidents Report

December 2024

Gabe Yobe was present and was introduced as an applicant for Junior membership pending Fire District approval.

Resignation letter from firefighter Ed Kiley. Motion made to move him to Honored status.

Members participated in the Operation Toy Train (Toys for Tots). Two boxes of toys were donated.

The Santa Run has been receiving responses for participation. Scheduled for December 12th.

Discussion ensued in reference to upcoming 75th anniversary of the fire department. Committee to be appointed in 2025.

Respectfully submitted,

Todd Pantuso

President



Washington Township Fire Department

196 Washburn Ave. Washington, NJ 07882

Phone: 908-689-0575 Fax: 908-689-3131

Chief's Report

Chief Tom Wilson

11/2024

For the month of November Washington Township Fire Department responded to 23 emergency calls

2 Smoke/Odor investigations

9 Alarm calls

5 MVAs

1 wires /Pole fire

1 Structure fire

1 Illegal burn

2 Brush fires

2 CO calls

The department hosted 1 Business meeting and 4 drills

Drills

1Extrication Operations class

2 Extrication Practical classes

1 firehouse night

**Washington Township Bureau of Fire Prevention
Fire Official Report
211 Route 31 North
Washington, NJ 07882**

**NOVEMBER
Monthly Report 2024**

Non Life Hazard Inspections - 10
Life Hazard Inspections - 14
Non Life Hazard Fees Collected -636.00

Life Hazard Fees collected from State of NJ - 0.00
Smoke Detector Fees (CSDCMAC) collected- 350.00

FEES COLLECTED FOR PERMITS - 428.00

Edward Kiley
Fire Official - Washington Township Fire District #1

Washington Township Fire District #1

Unpaid Bills Detail

As of December 10, 2024

Type	Date	Num	Due Date	Aging	Open Balance
Approved Fire Protection					
Bill	12/10/2024	in00110962	12/10/2024		<u>264.50</u>
Total Approved Fire Protection					264.50
AT&T Mobility					
Bill	12/10/2024	287320058054	12/20/2024		<u>897.36</u>
Total AT&T Mobility					897.36
C&M Auto Parts					
Bill	12/10/2024	711005	12/20/2024		<u>173.98</u>
Total C&M Auto Parts					173.98
Comcast					
Bill	12/10/2024	8499052730036219	12/20/2024		<u>181.40</u>
Total Comcast					181.40
ESI Equipment, INC					
Bill	12/10/2024	24-2376	12/20/2024		<u>1,935.00</u>
Total ESI Equipment, INC					1,935.00
Fleet Services					
Bill	12/10/2024	100398353	12/20/2024		<u>1,000.00</u>
Total Fleet Services					1,000.00
New Jersey American Water					
Bill	12/10/2024	1018-210023095075	12/10/2024		<u>9,108.99</u>
Total New Jersey American Water					9,108.99
Rescue Products International, Inc.					
Bill	12/10/2024	2024-404	12/20/2024		<u>4,895.00</u>
Total Rescue Products International, Inc.					4,895.00
St. Lukes					
Bill	12/10/2024	176401	12/20/2024		<u>67.00</u>
Total St. Lukes					67.00
United States Postal Service					
Bill	12/10/2024	box 152	12/20/2024		<u>246.00</u>
Total United States Postal Service					246.00
VFIS					
Bill	12/10/2024	co5329	12/10/2024		<u>6,380.00</u>
Total VFIS					6,380.00
Washington Township Fire Department					
Bill	12/10/2024	qt 4	12/10/2024		13,799.25
Bill	12/10/2024		12/10/2024		<u>354.00</u>
Total Washington Township Fire Department					<u>14,153.25</u>
TOTAL					<u><u>39,302.48</u></u>