

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

**Minutes for December 10, 2025:**

**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 – Vacant  
Secretary – Karl Spolarich – Present  
Treasurer – Marc DeMarco – Present  
Assistant Secretary/Treasurer – Gina Pantuso – Present

**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**

G. Pantuso, elected on November 4, 2025, recited and signed her 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 – Vacant  
Secretary – Karl Spolarich  
Treasurer – Marc DeMarco  
Assistant Secretary/Treasurer – Gina Pantuso

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

### **Resolution #25-013 - 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 #25-014 - Appointment of Accountant**

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

### **Resolution #25-015 - Appointment of Auditor**

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

### **Resolution #25-016 – 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 M. DeMarco. All were in favor.

### **Resolution #25-017 - 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 #25-018 - 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 M. DeMarco. All were in favor.

### **Resolution #25-019 - Payment of Claims**

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

### **Resolution #25-020 - 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 M. DeMarco. All were in favor.

### **Reading of Minutes**

Minutes from the November 12, 2025, meeting were read by K. Spolarich. Motion to accept minutes as read made by G. Pantuso. Second was made by M. DeMarco. All were in favor.

## **Correspondence**

None.

## **Report of Fire Department**

Monthly report for December 2025 submitted by President T. Pantuso.

## **Report of Fire Chief**

Monthly activity report for November 2025 read and submitted by Asst. Fire Chief J. Kappus.

## **Old Business**

M. DeMarco reported that the new chief's vehicle has been delivered. The vehicle has been sent out for lettering and installation of radios and equipment.

## **New Business**

### **Resolution #25-021 – Adoption of Temporary Budget for 2026**

K. Spolarich made a motion to adopt a temporary budget for 2026 until the fire district's budget is adopted at its January 14, 2026, monthly meeting. Second was made by M. DeMarco. All were in favor.

### **Resolution #25-022 – 2026 Budget Presentation**

Proposed 2026 budget of the Board was presented for public discussion and approval. The total budget for 2026 is in the amount of \$1,033,621.17, with a total of \$632,721.17 to be raised by taxes at a \$0.091 tax rate per hundred. K. Spolarich made a motion to approve the 2026 proposed budget. Second was made by G. Pantuso. All were in favor.

### **Meeting opened to the public by M. Riotto at 7:22 P.M.**

No public participation.

### **Meeting closed to the public by M. Riotto at 7:23 P.M.**

## **Treasurer's Report/Payment of Bills**

Treasurer's report for December 9, 2025, read and submitted by M. DeMarco. Motion to pay bills made by G. Pantuso. Second was made by K. Spolarich. All were in favor. The total of the approved bills for December 9, 2025, is \$66,836.23.

## **Miscellaneous**

None.

## **Adjournment**

Motion made by M. DeMarco to adjourn meeting at 7:29 P.M. Second was made by K. Spolarich. All were in favor.

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**Karl B. Spolarich**  
Secretary

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

**Resolution # 25-013**

**Authorizing Appointment of Attorney for the 2026 Year**

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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 2026; 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 # 25-014**

**Authorizing Appointment of Accountant for the 2026 Year**

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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 2026 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 # 25-015**

**Authorizing Appointment of Auditor for the 2026 Year**

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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 2026 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 2027 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 # 25-016**

**Adoption of Cash Management Plan**

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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 # 25-017**

**Authorizing Regular Meeting Schedule for the 2026 Year**

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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 14, 2026	July 8, 2026
February 11, 2026	August 12, 2026
March 11, 2026	September 9, 2026
April 8, 2026	October 14, 2026
May 13, 2026	November 11, 2026
June 10, 2026	December 9, 2026

(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 # 25-018**

**Designation of Official Newspapers for  
Publications for the 2026 Year**

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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 2026 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 2026 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 # 25-019**

**Authorizing Approval and Payment of Claims**

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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 # 25-020**

**Designating Surety Bonding for Commissioners**

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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 #25-021**

**Adoption of Temporary Budget for 2026**

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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, 2026, and the adoption of the budget by the fire district, which is scheduled for January 14, 2026.

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.

## **Presidents Report**

**December 2025**

The floor at Washburn addition is in the process of being completed. Waiting on electrician.

The Installation dinner to be held on February 7, 2026 at the Draught House.

Chevy Tahoe command vehicle has been delivered. Waiting on upfit for emergency lighting and radios.

Rib cook-off fundraiser set for November 7, 2026 at Brass Castle station.

On-line store for 76 Fire was discussed. It will be for members to purchase, not for general public.

Department is getting quotes for cameras at Washburn station.

Installation to begin on key fob entry systems at each station.

The kitchen at Brass Castle station was discussed – going to research further.

Food drive at Faith Discovery Church was discussed – Decided to donate individually if member wishes to.

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

11/30/25

For the month of November, the Washington Township Fire Department responded to a total of 27 Emergency Calls, hosted 1 Business meeting and 3 Drills.

## CALLS

- 1 Structure fire
- 1 Pole fire /Wires down
- 9 Fire Alarms
- 2 Propane / LNG Leaks
- 1 Unconscious person
- 4 MVAs
- 2 Medivac Landings
- 6 Brush Fires
- 1 Smoke Investigation

## DRILLS

- 11/10 Extrication Drill
- 11/17 Firehouse Clean Up
- 11/24 Paratech Hydro Fusion /Strut Operations and practical training

Washington Township Fire District #1

Unpaid Bills Detail

As of December 9, 2025

	Type	Date	Num	Due Date	Aging	Open Balance
<b>AT&amp;T Mobility</b>						
	Bill	12/09/2025	287320058054	12/19/2025		<u>450.00</u>
Total AT&T Mobility						450.00
<b>C&amp;M Auto Parts</b>						
	Bill	12/09/2025	725962	12/19/2025		<u>181.88</u>
Total C&M Auto Parts						181.88
<b>Comcast</b>						
	Bill	12/09/2025	8499052730036219	12/19/2025		181.96
	Bill	12/09/2025	8499052730036227	12/19/2025		<u>2.65</u>
Total Comcast						184.61
<b>Continental Fire and Safety</b>						
	Bill	12/09/2025	S4593	12/19/2025		<u>449.09</u>
Total Continental Fire and Safety						449.09
<b>Fire and Safety Services , LTD.</b>						
	Bill	12/09/2025	IO25-08620	12/19/2025		<u>668.66</u>
Total Fire and Safety Services , LTD.						668.66
<b>Fleet Services</b>						
	Bill	12/09/2025	108783357	12/19/2025		<u>750.00</u>
Total Fleet Services						750.00
<b>Hertrich Fleet Services, Inc.</b>						
	Bill	12/09/2025	52542	12/19/2025		<u>53,612.50</u>
Total Hertrich Fleet Services, Inc.						53,612.50
<b>New Jersey American Water</b>						
	Bill	12/09/2025	1018- 210023095075	12/09/2025		<u>9,636.99</u>
Total New Jersey American Water						9,636.99
<b>New Jersey Fire Equipment</b>						
	Bill	12/09/2025	2032036	12/19/2025		<u>875.00</u>
Total New Jersey Fire Equipment						875.00
<b>Richard Braslow</b>						
	Bill	12/09/2025	05812	12/09/2025		<u>27.50</u>
Total Richard Braslow						27.50
<b>TOTAL</b>						<u><u>66,836.23</u></u>