

Iselin District #11
Board of Fire Commissioners
January 11, 2023
Minutes

In accordance with the Public Open Meeting Act, all provisions have been met by our annual announcement in The Star Ledger.

The meeting was called to order by Commissioner Steve Freeman on January 11, 2023, at 7:00 p.m. Roll call was taken. Commissioners in attendance: Freeman, Karlin, Lisoski, Sandklev and Smith. Also in attendance were Chief Ryan Malheiro and Fire Official Helge Nordveit.

A motion was made by Commissioner Sandklev to approve the minutes from the December 14, 2022, meeting. The motion was seconded by Commissioner Lisoski.

Chief's Report

Chief Ryan Malheiro provided the monthly report to the Board.

Report Items:

1. One volunteer in pipeline – from Rahway; fingerprinting has been completed; waiting on physical
2. 31 Calls; One member low on percentages.
3. Retiring 11 -1; sent to House 2
4. Officers for 2023:
 - Chief – Ryan Malheiro
 - 1st Lt. – Chris Wertz
 - 2nd Lt. – Joe Francisquini
 - 1st Capt. – Paul Siletti
 - 2nd Capt. – Fatima Manzoor

Action Items:

None

Fire Official's Report

Fire Official Nordveit provided his monthly report to the Board.

Report Items:

1. Statistics: a total of 12 Life Hazard and 21 Non-Life Hazard Inspections were performed (Breakdown: #1 – 12; #2 - 21). No complaints and one investigation performed.
2. Vehicles are running well.
3. Fire Official working on NJ Fire & Safety Mandated Self Audit
4. Rearranged Bureau office into two regions for Fire Official and Fire Inspector.

Action Items:

None

Bills

Motion made by Commissioner Sandklev to pay all bills; seconded by Commissioner Smith. All Commissioners in favor.

Communications

No communications to discuss.

Alarms & Pagers

Steve Freeman provided the monthly report to the Board.

Report Items:

1. Steve getting a price for the fire alarm system. This will be done after the generator install.

House Report

Steve Freeman provided the monthly report to the Board.

Report Items:

1. Reviewed items for inspection.

Action Items:

None

Joint Board

Steve Freeman provided the monthly report to the Board.

Report Items:

1. A New Jersey Fire & EMS Institute Seminar is to be held at Middlesex County College on April 22. Cost is a \$25 donation that will be reimbursed by the Joint Board. A sign up sheet will be posted.
2. OEM Plan – Individual Chief's are to sign off that all their officers are qualified to be incident commanders.

Action Items:

None

Truck Report

Scott Smith provided the monthly report to the Board.

Report Items:

1. All running well.
2. List for 11-1 repairs to be evaluated to decide what repairs should be done.

Action Items:

None

Unfinished Business

1. Bills for orders from December, 2022 can be paid until February, 2023.

New Business

1. Executive Officers:
 - President – Tom Landherr
 - Vice President – Emmanuel Jiminez
 - Treasurer – Jordy Gomez
2. Election date – February 18, 2023
3. The following Resolutions for the 2023-2024 year were approved and adopted:
 - a. Approval of 2023 Adopted Budget Resolution
 - b. Resolution 01112023-1: Appointment of Gary W. Higgins as auditor
 - c. Resolution 01112023-2: Authorizing Approval and Payment of Claims
 - d. Resolution 01112023-3: Designation of Official Newspapers for Publications
 - e. Resolution 01112023-4: Appointment of Accountant
 - f. Resolution 01112023-5: Appointment of Attorney
 - g. Resolution 01112023-6: Adoption of Cash Management Plan
 - h. Resolution 01112023-7: Authorizing Regular Meeting Schedule
 - i. Resolution 01112023-8: Appointment of Fire Official
 - j. Resolution 01112023-9: Appointment of Secretary
 - k. Resolution 01112023-10: Appointment of Fire Inspector

Treasurer's Report

1. Cash Balance as of January 11, 2022 - \$1,314,476.79; Disbursements - \$54,876.94

Meeting adjourned - 7:20 pm

2023 ADOPTED BUDGET RESOLUTION

Woodbridge Township FD No. 11

FISCAL YEAR: January 1, 2023 to December 31, 2023

WHEREAS, the Annual Budget for the Woodbridge Township FD No. 11 (the 'Fire District') for the fiscal year beginning January 1, 2023 and ending December 31, 2023 has been presented for adoption before the Board of Commissioners of the Fire District at its open public meeting of December 14, 2022; and

WHEREAS, the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the adopted budget is in compliance with the Property Tax Levy Cap Law (N.J.S.A. 40A:4-45.44 et seq.); and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$1,774,512.00 which includes amount to be raised by taxation of \$1,466,327.00, and Total Appropriations of \$1,774,512.00; and

WHEREAS, an election shall be held annually on the third Saturday of February in each established fire district to determine the amount to be raised by taxation for the ensuing year;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District at an open public meeting held on December 14, 2022 that the Annual Budget of the Fire District for the fiscal year beginning January 1, 2023 and ending December 31, 2023 is hereby adopted and, shall constitute appropriations for the purposes stated and authorization of Total Revenues of \$1,774,512.00, which includes amount to be raised by taxation of \$1,466,327.00, and Total Appropriations of \$1,774,512.00; and

BE IT FURTHER RESOLVED, that the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

BE IT FURTHER RESOLVED, that an annual election shall be held on the third Saturday of February to determine the amount to be raised by taxation for the ensuing year. The results of which shall be subsequently certified to the Division and the Municipal Assessor.


(Secretary's Signature)

1-11-23
(Date)

Board of Commissioners Recorded Vote

Member	Aye	Nay	Abstain	Absent
Steven Freeman	✓			
Thomas Karlin	✓			
Ronald Lisoski	✓			
Roy Sandklev	✓			
Scott Smith	✓			

**THE COMMISSIONERS OF FIRE DISTRICT NO. 11
IN THE TOWNSHIP OF WOODBRIDGE, COUNTY OF MIDDLESEX**

Resolution # 01112023-1

**Authorizing Appointment of Auditor
for the 2023-2024 Year**

WHEREAS, there exists a continuing need for certain auditing services to be provided to the Commissioners of Fire District No. 11 in the Township of Woodbridge, County of Middlesex, 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 2023-2024 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 this contract relative to professional services, and the notice of award of said contract shall be made available for public inspection; and,

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a)(i), provides that a notice of the award of said contract 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. 11 in the Township of Woodbridge, County of Middlesex, as follows:

(1) is hereby appoint Gary W. Higgins, Certified Public Accountant and Registered Municipal Account of PKF O'Connor Davies LLP as the auditor for the years ended December 31, 2023 and 2024 and accountant for non-audit advisory services 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. The Board of Fire Commissioners #11 is hereby authorized to enter into new contracts and engagement letters for the provision of such auditing services and non-audit advisory services.

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

**THE COMMISSIONERS OF FIRE DISTRICT NO. 11
IN THE TOWNSHIP OF WOODBRIDGE, COUNTY OF MIDDLESEX**

Resolution # 01112023-2

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. 11, in the Township of Woodbridge, County of Middlesex, as follows:

(1) The checks as issued by the Commissioners for payment of claims shall be signed by the President, 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. 11
IN THE TOWNSHIP OF WOODBRIDGE, COUNTY OF MIDDLESEX**

Resolution # 01112023-3

**Designation of Official Newspapers for
Publications for the 2023-2024 Year**

WHEREAS, the Commissioners of Fire District No. 11 in the Township of Woodbridge, County of Middlesex, 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 2023-2024 year.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 11, in the Township of Woodbridge, County of Middlesex, as follows:

(1) The official newspapers in which the Commissioners will publish all required notices or other items during the 2023-2024 year pursuant to New Jersey statutes shall be *The Star Ledger* and/or *Home News Tribune*, 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. 11
IN THE TOWNSHIP OF WOODBRIDGE, COUNTY OF MIDDLESEX**

Resolution #011123-4

**Authorizing Appointment of Accountant
for the 2023-2024 Year**

WHEREAS, there exists a continuing need for certain accounting services to be provided to the Commissioners of Fire District No. 11 in the Township of Woodbridge, County of Middlesex, 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 2023-2024 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 this contract relative to professional services, and the notice of award of said contract shall be made available for public inspection; and,

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a)(i), provides that a notice of the award of said contract 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. 11 in the Township of Woodbridge, County of Middlesex, as follows:

(1) ***Michael Klepchick*** is hereby appointed to provide accounting services to the Commissioners. This appointment is made pursuant to the proposal as submitted and attached hereto.

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

**THE COMMISSIONERS OF FIRE DISTRICT NO. 11
IN THE TOWNSHIP OF WOODBRIDGE, COUNTY OF MIDDLESEX**

Resolution # 01112023 – 5

**Authorizing Appointment of Attorney
for the 2023-2024 Year**

WHEREAS, there exists a continuing need for legal services to be provided to the Commissioners of Fire District No. 11 in the Township of Woodbridge, County of Middlesex, 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 2023-2024; 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. 11 in the Township of Woodbridge, County of Middlesex, 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. This appointment is made pursuant to the proposal attached hereto and made a part hereof.

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

**THE COMMISSIONERS OF FIRE DISTRICT NO. 11
IN THE TOWNSHIP OF WOODBRIDGE, COUNTY OF MIDDLESEX**

Resolution #01112023-6

**Adoption of Cash Management Plan
for the 2023-2024 Year**

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. 11 in the Township of Woodbridge, County of Middlesex, 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 TD Bank, N.A.

**THE COMMISSIONERS OF FIRE DISTRICT NO. 11
IN THE TOWNSHIP OF WOODBRIDGE, COUNTY OF MIDDLESEX**

Resolution # 01112023 - 7

**Authorizing Regular Meeting Schedule
for the 2023-2024 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. 11 in the Township of Woodbridge, County of Middlesex, as follows:

(1) All regular meetings of the Commissioners shall take place on the Second and Fourth Wednesday of every month at 7 p.m. at the Iselin Firehouse, 20 Auth Avenue, Iselin, New Jersey.

(2) A summary of this resolution shall be sent to The Home News and Tribune and/or 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 Woodbridge, 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. 11
IN THE TOWNSHIP OF WOODBRIDGE, COUNTY OF MIDDLESEX**

Resolution #01112023-8

**Appointment of Fire Official
For 2023-2024 Year**

WHEREAS, the Commissioners are desirous of making an appointment of a Fire Official for the 2023-2024 year.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 11 in the Township of Woodbridge, County of Middlesex, as follows:

- (1) ***Helge Nordtveit*** is hereby appointed to the position of Fire Official for the 2023-2024 year for Fire District No. 11 in the Township of Woodbridge.

This resolution and the notice of the appointment shall be available for public inspection.

**THE COMMISSIONERS OF FIRE DISTRICT NO. 11
IN THE TOWNSHIP OF WOODBRIDGE, COUNTY OF MIDDLESEX**

Resolution #01112023-9

**Appointment of Secretary
For 2023-2024 Year**

WHEREAS, the Commissioners are desirous of making an appointment of a Secretary for the 2023-2024 year.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 11 in the Township of Woodbridge, County of Middlesex, as follows:

- (1) ***Karen Hackett*** is hereby appointed to the position of Secretary for the 2023-2024 year for Fire District No. 11 in the Township of Woodbridge.

This resolution and the notice of the appointment shall be available for public inspection.

**THE COMMISSIONERS OF FIRE DISTRICT NO. 11
IN THE TOWNSHIP OF WOODBRIDGE, COUNTY OF MIDDLESEX**

Resolution #0111023-10

**Appointment of Fire Inspector
For 2023-2024 Year**

WHEREAS, the Commissioners are desirous of making an appointment of a Fire Inspector for the 2023-2024 year.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 11 in the Township of Woodbridge, County of Middlesex, as follows:

- (1) ***Ryan Malheiro*** is hereby appointed to the position of Fire Inspector for the 2023-2024 year for Fire District No. 11 in the Township of Woodbridge.

This resolution and the notice of the appointment shall be available for public inspection.