

**PORT READING BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 2
PORT READING, NJ 07064
January 3, 2012**

The Port Reading Board of Fire Commissioners Monthly Public Meeting of January 3, 2012 was called to order by Commissioner Santorelli at 7:30 pm. Five Commissioners were present: Comm. Santorelli, Comm. Galvach, Comm. Nardiello, Comm. Huber and Comm. Zullo. Board Accountants John Ur and Maria Bucsanszky were present. Board Attorney Thomas Buck was absent. Board Clerk Marianne DeSantis was present.

Reviewed minutes from the December 5th monthly meeting.

Comm. Nardiello stated for the record that he would not be voting on the December 5 monthly meeting minutes since he was not present.

MOTION to accept the December 5th monthly meeting minutes made by Comm. Zullo, seconded by Comm. Huber. All in favor 4-0.

BILLS TO BE PAID: \$86,605.63

Comm. Zullo commented on how low the Elizabethtown Gas bill of \$203.43 currently is as compared to the past.

Comm. Galvach requested to hold Campbell Supply Co bill numbers 26921 and 26926 so that they can be further investigated.

Comm. Galvach and Comm. Zullo requested to hold bill number 26935 in the amount of \$960.00, to Industrial Combustion Association for the installation of a gas valve, due to a misdiagnosis.

MOTION to pay January bills with the exception of bill numbers 26921, 26926 and 26935 was made by Comm. Zullo, seconded by Comm. Nardiello. All in favor 5-0.

A Resolution was read by Board Accountant Bucsanszky to amend the approved 2012 Budget as a result of appropriation adjustments from \$1,769,929.00 to \$1,754,778.00.

MOTION to accept Resolution made by Comm. Zullo, seconded by Comm. Huber.

Roll Call Vote:

Comm. Zullo – Yes

Comm. Nardiello – Yes

Comm. Santorelli – Yes

Comm. Galvach – Yes

Comm. Huber – Yes

A Resolution was read by Board Accountant Bucsanszky to adopt and approve the amended 2012 Budget, which reflects total revenues of \$1,754,778.00, which includes amount to be raised by taxation of \$1,656,162.00 and total appropriations of \$1,754,778.00.

MOTION to accept Resolution was made by Comm. Zullo, seconded by Comm. Huber.

Roll Call Vote:

Comm. Zullo – Yes

Comm. Nardiello – Yes

Comm. Santorelli – Yes

Comm. Galvach – Yes

Comm. Huber – Yes

A Resolution was read by Board Accountant Bucsanszky to approve the temporary 2012 budget in the amount of \$237,174.00.

MOTION to accept Resolution was made by Comm. Nardiello, seconded by Comm. Zullo.

Roll Call Vote:

Comm. Santorelli – Yes

Comm. Galvach – Yes

Comm. Nardiello – Yes

Comm. Huber – Yes

Comm. Zullo – Yes

A Resolution was read by Board Accountant Bucsanszky to approve transfers from 2011 budget line items ,with excesses to be authorized to budget items with insufficient funds.

MOTION to accept Resolution made by Comm. Huber, seconded by Comm. Nardiello.

Roll Call Vote:

Comm. Santorelli – Yes

Comm. Galvach – Yes

Comm. Nardiello – Yes

Comm. Huber – Yes

Comm. Zullo – Yes

MOTION to open the public hearing on the 2012 proposed budget made by Comm. Nardiello, seconded by Comm. Huber. All in favor 5-0.

Comm. Huber inquired about the 2012 building maintenance budget, which Board Accountant Bucsanszky confirmed was \$12,000.00

Comm. Nardiello inquired about how shift changes would affect the budget process.

There were no comments from the public regarding the 2012 budget.

MOTION to close the public hearing on the 2012 proposed budget made by Comm. Zullo, seconded by Comm. Galvach. All in favor 5-0.

CAPTAINS REPORT:

Comm. Zullo asked if any reports or information had been sent to the Board Accountant's office via email, which Board Accountant Bucsanszky confirmed they had not.

MOTION to accept Captain's Report was made by Comm. Huber, seconded by Comm. Zullo. All in favor 5-0.

CHIEF'S REPORT:

Chief reported calls for the month of December (24 Calls and 214 calls for the year).

Chief reported that a total of 70 kids attended the annual "Evening with Santa" on December 16 and that it was a success, with only a few glitches that can be rectified in the future.

Chief stated that the company received a First Place Plaque for the Holiday Parade and thanked the career staff and Firefighter Terebetsky.

Chief reported that the Office of the Governor sent a special thank to the Port Reading Fire Company for their vital contribution and relief efforts to the community and state during Hurricane Irene.

Chief reported that 2011 was a good year regarding the cooperation between the career and volunteer staff and most importantly there were no severe injuries. Chief stated that it is a pleasure working with the Board.

Comm. Nardiello complimented both the Chief and the Assistant Chief on a job well done this year.

Chief stated that the Woodbridge Township Fire Officers Association Meeting would be taking place in the hall on January 17, 2012.

Comm. Zullo and Comm. Santorelli thanked the Chief and his staff for all that they have done throughout the year and wished him continued success.

Chief presented the 2012 Officers:

Chief – Jeff Kotuski

Asst. Chief – DJ Norelli

Lieutenant – Dan Egan

Lieutenant – Corey McGuinn

Comm. Santorelli reported that Super Saturday would be taking place on January 21 and that there would be gear inspection that day.

MOTION to accept the Chief's report made by Comm. Zullo, seconded by Comm. Galvach. All in favor 5-0.

TREASURER'S REPORT:

Balance	\$ 621,838.46
Deposits	\$ 8,024.00
Interest	\$ 282.34
Payroll	\$(65,697.46)
Payroll Tax Adjustment	\$ 616.34
Disbursements for the Month	\$(86,605.63)
Ending Balance	\$ 487,458.05

MOTION to pay add on bill for \$209.60 to "Home Depot", which was requested by Capt. and \$500.00 for installation and weather stripping of doors to "Michael Majur" for a total \$709.60, was made by Comm. Zullo, seconded by Comm. Nardiello. All in favor 5-0.

Comm. Huber requested that he be given estimates by Michael Majur before any work is done so we know what the price includes. Comm. Zullo stated that he had the same request.

MOTION to accept Treasurer's Report was made by Comm. Nardiello, seconded by Comm. Zullo. All in favor 5-0.

FIRE OFFICIAL'S REPORT:

Fire Official's report was not available at this time and tabled until the February meeting.

UNFINISHED BUSINESS:

Comm Zullo reported that the new heating system is complete and working fine and that a third furnace is not needed.

Comm. Nardiello reported that he spoke to Firefighter Renaldi and the red lieutenant helmets have been ordered and should be in at the end of the week.

Comm. Nardiello stated that he has been in contact with Detective Kuzma regarding two radios that need to be re-identified.

Comm. Huber reported that he is waiting for estimates for the fan and sink in the career room and the door downstairs. Comm. Huber will contact Comm. Santorelli with the quotes for the chairs for the control room.

Comm. Galvach inquired about the Certificate of Occupancy for the roof, which Comm. Zullo stated they were waiting for additional work to be done. Comm. Santorelli stated he would look into it.

A Resolution was read by Board Accountant Bucsanszky to amend the 457 Plan.

MOTION to accept Resolution made by Comm. Nardiello, seconded by Comm. Zullo. All in favor 5-0.

NEW BUSINESS

Comm. Zullo reported that he needs to get additional quotes for the hood in the kitchen and to do more research, which he will have available at the next meeting.

Comm. Zullo stated that personnel matter regarding the president of the fire company and a lifetime member of the first aid squad will need to be addressed during Executive Session.

A letter was read by the board clerk from Firefighter Deleo regarding an incident on 12/16/2011, at Station #2, meeting room, involving John and Sue Hogan, which was made part of the minutes

Assistant Chief DJ Norelli read his incident report of 12/16/2011 involving John and Sue Hogan, which was made part of the minutes.

Comm. Santorelli stated for the record that the handicap parking sign, be it temporary or not, is a legal sign to be put out when the parking lot is open to the public.

MOTION to enter Executive Session at 8:24 pm to discuss what to do with this member's actions against our career staff and our Assistant Chief made by Comm. Galvach, seconded by Comm. Huber. All in favor 5-0.

MOTION out of Executive Session at 9:05pm.

EXECUTIVE SESSION:

Matters discussed during Executive Session were financial matters regarding two add on bills that need to be pulled from the bill list until a final cost is determined from the contractor.

MOTION to pull the two add on bills from the bill list made by Comm. Nardiello, seconded by Comm. Zullo. All in favor 5-0.

Comm. Santorelli stated that the second matter discussed during Executive Session was a personnel matter that was read into the minutes by both Fire Fighter Deleo and Assistant Chief Norelli. Comm. Santorelli stated for the record that the actions by the individual in

the incident report, Fire Company President John Hogan, will not be tolerated by this Board. Comm Santorelli stated that he will be in contact with the Board Attorney tomorrow to see what actions will be appropriate. Comm. Santorelli suggested that a letter be issued stating that an incident like this will not be tolerated and any further incident could result in expulsion from this building.

MOTION to pay bill number 26926 for "Campbell Supply Inc" in the amount of \$698.05 made Comm. Galvach, seconded by Comm. Nardiello. All in favor 5-0.

MOTION to adjourn meeting at 9:09 pm made by Comm. Nardiello, seconded by Comm. Galvach. All in favor 5-0.

Respectfully submitted,

Marianne DeSantis
Board Clerk