

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

**Minutes for December 13, 2017:**

**Meeting Called to Order by C. Shotwell at 8:00 P.M.**

**Pledge of Allegiance**

C. Shotwell requested a moment of silence for all fallen firefighters.

**Roll Call**

Chairman – Ralph Dorio – Absent  
Vice Chairman – Carl Shotwell – Present  
Secretary – Karl Spolarich – Present  
Treasurer – Marc DeMarco – Present  
Assistant Secretary/Treasurer – John Kappus – 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.

**Reading of Minutes**

Minutes from the November 8, 2017, meeting were read by K. Spolarich. Motion to accept minutes as read made by M. DeMarco. Second was made by J. Kappus. All were in favor.

**Correspondence**

M. DeMarco received the annual contract from Lincoln Financial for the Board's LOSAP program.

M. DeMarco received the minutes for the quarterly meeting of the New Jersey State Association of Fire Districts that took place on September 15, 2017.

M. DeMarco received a check in the amount of \$1,256.30 owed to the Fire District from Washington Township as a result of an audit.

## **Report of Fire Chief**

Monthly activity report for November 2017 read and submitted by Chief T. Wilson.

## **Report of Fire Department**

Monthly report for December 2017 read and submitted by President P. Gormly.

## **Report of Fire Official**

Monthly activity report for November 2017 read and submitted by Fire Official E. Kiley.

## **Old Business**

J. Kappus requested an update regarding the telephone pole at Washburn. Salem Electric has failed to provide the fire department with a quote. The fire department will contact Fischer Electric for said quote.

## **New Business**

### **Resolution #17-015 – Transfers of Funds**

K. Spolarich made a motion to make the following transfers of funds to the 2016 budget:

\$1,000.00 from account #50-1111 to account #50-0006  
\$1,000.00 from account #50-1111 to account #50-0007  
\$35,000.00 from account #50-1111 to account #50-0008  
\$500.00 from account #50-1111 to account #50-0010  
\$4,000.00 from account #50-1111 to account #50-0012

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

### **Resolution #17-016 – Adoption of Temporary Budget for 2018**

K. Spolarich made a motion to adopt a temporary budget for 2018 until the fire district election scheduled for Saturday, February 17, 2018. Second was made by M. DeMarco. All were in favor.

### **Resolution #17-017 – 2018 Budget Presentation**

Proposed 2018 budget of the Board in the amount of \$561,562.00, with a total of \$535,857.00 to be raised by taxes, was presented for public discussion and approval. K. Spolarich made a motion to approve the 2018 proposed budget. Second was made by M. DeMarco. All were in favor.

**Meeting opened to the public by C. Shotwell at 8:28 P.M.**

W. Crampton, 173 Washburn Avenue, requested a meeting with the Board's treasurer to discuss the leases and rent with the fire department.

**Meeting closed to the public by C. Shotwell at 8:35 P.M.**

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

Treasurer's report for December 13, 2017, read by M. DeMarco and submitted. Motion to pay bills made by K. Spolarich. Second was made by J. Kappus. All were in favor. The total of the approved bills for December 13, 2017 is \$22,055.42.

**Miscellaneous**

M. DeMarco and J. Kappus will serve on the Truck Committee with the fire department to replace the 76-72 tanker.

**Adjournment**

Motion made by K. Spolarich to adjourn meeting at 8:42 P.M. Second was made by J. Kappus. All were in favor.

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**Karl B. Spolarich**  
**Secretary**

WASHINGTON TOWNSHIP FIRE DEPARTMENT  
CHIEFS REPORT NOVEMBER 2017

For the month of November 2017, the Washington Township Fire Department held a business meeting, 3 drills and responded to 27 emergency calls for a total of 262.99 man hours.

December drills have been posted:

December 11 Mutual Aid Dinner at Franklin New Village Station – 7pm

December 16 Washington Township Tree Lighting – 6pm

Tom Wilson, Chief

## Presidents Report

December 13, 2017

The fire department has begun work on revising our bylaws in order to accommodate individuals in neighboring towns that would like to join our department. Currently we have a few potential guidelines that we have discussed at our executive board meeting:

- Required to live within 2 miles by road of the Township of Washington
- Resident of a town that directly borders the Township of Washington
- Can be Resident of Warren or Hunterdon County
- Must be 18 years of age
- No Firefighter one or two required
- Only will be allowed to be a member the Washington Township Fire Department
- Can hold office in accordance with our Bylaws

By taking the steps to revise the bylaws we will be better suited to serve the Township of Washington.

Paul Gormly  
President

**Washington Township Bureau of Fire Prevention  
Fire Official Report  
211 Route 31 North  
Washington, NJ 07882  
November 2017  
  
Monthly Report**

Non Life Hazard Inspections -22

Life Hazard Inspections - 9

CSDCMAC - 10

Permits Issued - 0

Non Life Hazard Fees Collected - 202.00

Life Hazard Fees collected from State of NJ - 2407.60

Smoke Detector Fees (CSDCMAC) collected - 500.00

Permit Fees collected - 0

Fire Official Hours - 52

Fire Inspector Hours - 34

Edward Kiley  
Fire Official - Washington Township Fire District #1

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

**Resolution #17-015**

**Authorizing Budget Transfers and/or  
Encumbrances Relative to 2017 Budget**

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WHEREAS, the Commissioners are authorized to undertake various budget transfers and/or encumbrances by statute; and

WHEREAS, it is necessary to undertake certain transfers and/or encumbrances.

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 budget transfers and/or encumbrances as reflected below are hereby adopted:

\$1,000.00 from account #50-1111 to account #50-0006

\$1,000.00 from account #50-1111 to account #50-0007

\$35,000.00 from account #50-1111 to account #50-0008

\$500.00 from account #50-1111 to account #50-0010

\$4,000.00 from account #50-1111 to account #50-0012

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

**Resolution #17-016**

**Adoption of Temporary Budget for 2018**

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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, 2018, and the adoption of the budget by the legal voters of the fire district, which election is scheduled for February 17, 2018.

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 as referenced above; the total of the appropriations of the temporary budget to reflect not in excess of 14% 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.

8:17 PM  
12/11/17

Washington Township Fire District #1  
Unpaid Bills Detail  
As of December 13, 2017

Type	Date	Num	Due Date	Aging	Open Balance
American Trade Mark Co.					
Bill	12/13/2017	22695A	12/23/2017		45.86
Total American Trade Mark Co.					45.86
Burdge's Auto Repair					
Bill	12/13/2017	10173	12/23/2017		519.75
Total Burdge's Auto Repair					519.75
Comcast					
Bill	12/13/2017	8499...	12/23/2017		71.42
Total Comcast					71.42
Emergency Reporting					
Bill	12/13/2017	2017-...	12/23/2017		1,420.00
Total Emergency Reporting					1,420.00
Fleet Services					
Bill	12/13/2017	5210...	12/23/2017		469.96
Total Fleet Services					469.96
M&W Communications					
Bill	12/13/2017	302014	12/23/2017		178.79
Total M&W Communications					178.79
New Jersey American Water					
Bill	12/13/2017	1018-...	12/13/2017		5,682.60
Total New Jersey American Water					5,682.60
R&L Data Centers Inc.					
Bill	12/13/2017	92261	12/13/2017		77.91
Total R&L Data Centers Inc.					77.91
Richard Braslow					
Bill	12/13/2017	19294	12/13/2017		227.50
Bill	12/13/2017	19355	12/13/2017		367.50
Total Richard Braslow					595.00
Urban And Jinks					
Bill	12/13/2017	13622	12/23/2017		3,500.00
Total Urban And Jinks					3,500.00
Verizon Wireless					
Bill	12/13/2017	9796...	12/13/2017		636.13
Total Verizon Wireless					636.13
VFIS					
Bill	12/13/2017	1938...	12/13/2017		4,258.00
Total VFIS					4,258.00
<b>TOTAL</b>					<b>17,455.42</b>

+ 4,600.<sup>00</sup>  
Total \$ 22,055.42

7:53 PM  
12/13/17

**Washington Township Fire District #1**  
**Unpaid Bills Detail**  
As of December 13, 2017

Type	Date	Num	Due Date	Aging	Open Balance
Carl Shotwell - V Bill	12/13/2017		12/23/2017		800.00
Total Carl Shotwell - V					800.00
John Kappus - V Bill	12/13/2017		12/23/2017		800.00
Total John Kappus - V					800.00
Karl Spolarich - v Bill	12/13/2017		12/23/2017		1,000.00
Total Karl Spolarich - v					1,000.00
Marc De Marco Bill	12/13/2017		12/23/2017		1,000.00
Total Marc De Marco					1,000.00
Ralph Dorio - V Bill	12/13/2017		12/23/2017		1,000.00
Total Ralph Dorio - V					1,000.00
<b>TOTAL</b>					<b>4,600.00</b>