

# Hamilton Township Fire District #2

Mercerville Fire Company

*Fire Chief  
Vacant*

*Deputy Chiefs  
Christopher Tozzi  
Henry Ryan Jr.*



*Fire Commissioners  
Gene Argenti  
Brian Clarke  
Scott Fairfax  
Alec Martin  
Stephen Vetrano*

## MINUTES December 17, 2012

The Regular Meeting of the Board of Fire Commissioners, Hamilton Township Fire District No. 2 was called to order by Chairman Argenti at 7:00 pm. After the Flag Salute and a moment of silence; The Open public Meeting Act and the Uniform Fire Safety Code were given. Roll was called.

### Commissioners in attendance:

Brian Clarke, Scott Fairfax, Alec Martin, Stephen Vetrano,  
Gene Argenti (Chairman)

### Secretary's Report by Commissioner Martin

The December 3rd regular minutes and the executive minutes was presented for approval, with minor corrections.

The December 14<sup>th</sup> special election minutes was presented. Motion was made by Commissioner Vetrano and seconded by Commissioner Martin. Both Passed 5-0

### Treasurer's Report by Commissioner Fairfax

Grand Bank all three (3)

Operation: \$5,000.00      Payroll: \$4,900.00,      Money Market: \$1,408,338.53  
Account Balance: \$1,418,238.53

Cash Management Fund: \$99,306.11

PO 1115: Petty Cash: \$647.90

### New PO Requisitions: List provided

1493	MES Pennsylvania	Repair to PPE pant & coat	330.90
			330.90
1494	Various EMT Instructors	Ryan Lewis	250.00

2711 Nottingham Way  
Hamilton, NJ 08619-1836  
(609) 586-4095

		Bryan Fischberg	150.00
		George Senf	150.00
		Ian Malik	100.00
			<u>650.00</u>
1495	MD Radio Service	Narrow banding of communication equipment	1,900.00
			<u>1,900.00</u>
1498	Emergency Equipment Sales	Annual pump test, E12	220.00
			<u>220.00</u>
1500	PFRS	July & August interest	656.83
			<u>656.83</u>
1501	Scott Fairfax	Meals for KME inspection	94.91
			<u>94.91</u>
1503	First Priority	2 x 3/4 drain valve, repair E12	270.00
			<u>270.00</u>
1504	Electronic Measurement Labs, Inc.	BW Gas meter to replace OOS meter	850.00
			<u>850.00</u>

**Open PO's to close out for the 2012 year**

1167 increase to \$31.20

1313 increase to \$33.00

1170 increase to \$17.76

1179 increase to \$175.57

1182 increase to \$175.22

1188 increase to \$16.15

Motion was made by Commissioner Fairfax and seconded by Commissioner Martin to approve the increase to close out the 2012 year. Motion passed 5-0

Bill list was presented: Motion was made by Commissioner Fairfax and seconded by Commissioner Vetrano to approve and pay the bill list. Motion passed 4-0 (martin was out of the room)

Resolutions:

**2012-23:** Adopt a temporary budget for payment to be made to the adoption of the 2013 budget in the amount not exceed \$451,945 (pursuant 40A:14-78.17) (December)

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**2012-24:** transfer excess appropriations from line items of operation appropriations to line items (pursuant 40A:14-78.9) (December)

**2012-25:** resolve to appropriate all unexpended and unobligated balances from the 2012 budget year to be available in 2013 (December)

Motion was made by Commissioner Fairfax and seconded by Commissioner Vetrano to approve the resolutions. Passed 5-0

Motion was made by Commissioner Fairfax and seconded by Commissioner Martin to approve the 2013 budget. Passed 5-0

**Building and Grounds report by Commissioner Fairfax:** verbal report  
Holiday Decoration of the fire house is complete

**Deputy Chief Chris Tozzi Report** written report (attached)/ not present at Fire Academy graduation

**Deputy Chief Henry Ryan Jr. Report** no report at Fire Academy graduation

**Fire Marshal Report:** by Captain Kevin McElroy No report

**Truck Committee report:** from FF Patrick Sullivan: **in the Deputy Chief Tozzi**

**Old Business:**

- Administration Captain position (executive session discussion)

**New Business:** 2013 Commissioner Meeting Calendar:

January: 7 <sup>th</sup> and 28 <sup>th</sup>	February: 11 <sup>th</sup> and 16 <sup>th</sup> and 25 <sup>th</sup>	March: 5 <sup>th</sup> and 11 <sup>th</sup> and 25 <sup>th</sup>
April: 8 <sup>th</sup> and 22 <sup>th</sup>	May: 6 <sup>th</sup> and 20 <sup>th</sup>	June: 10 <sup>th</sup>
July: 8 <sup>th</sup> and 29 <sup>th</sup>	August: 19 <sup>th</sup>	September: 9 <sup>th</sup> and 23 <sup>rd</sup>
October: 7 <sup>th</sup> and 21 <sup>st</sup>	November: 4 <sup>th</sup> and 18 <sup>th</sup>	December: 2 <sup>nd</sup> and 16 <sup>th</sup>

Motion was made by Commissioner Martin and seconded by Commissioner Fairfax to approve. Passed 5-0

**Executive Session:** needed to discuss Personnel

The Regular Meeting recessed at 8:45 PM (2045 hours)

The Regular Meeting reconvened at 9:30 (2130 hours)

**Motions:**

Motion was made by Commissioner Fairfax and seconded by Commissioner Martin to have Deputy Chief Tozzi send out a memo stating that “no junior shall be left alone with any single

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person” until the boards and there attorney come up with a new SOP to satisfy the boards insurance company. Passed 5-0

Motion was made by Commissioner Fairfax and seconded by Commissioner Vetrano to start the architectural and economical study on the new Firehouse building. Passed 5-0

Motion was made by Commissioner Fairfax and seconded by Commissioner Martin to increase Deputy Chief Tozzi \$2,000.00 for passing Fire Officer 2 as per the contract agreement. The increase will start the first pay period in January 2013. Passed 5-0

The meeting adjourned at 10:00 PM (2200 hours)

The next scheduled meeting of the Board will be held on Monday, January 07, 2013, at 7:00 pm at the Mercerville Fire Company / Hamilton Township Fire District #2.

Respectfully Submitted,

Alec Martin  
Commissioner / Secretary  
Hamilton Township Fire District #2