

Hamilton Township Fire District No. 2

2711 Nottingham Way, Mercerville NJ 08619

Fire Commissioners

Gene Argenti
Michael Chianese
Ronald Lisciandrello
Alec Martin
Stephen Vetrano



Fire Chief

Christopher J. Tozzi
Deputy Chief
Patrick Sullivan

REORGANIZATION MINUTES

March 03, 2020

The Reorganization Meeting of the Board of Fire Commissioners, Hamilton Township Fire District No. 2 was called to order by 2019 Chairman Vetrano at 7:00pm (1900). After a flag Salute and a Moment of silence; the Open public Meeting Act and the Uniform fire Safety Code was given. Roll was called.

Roll Call

Commissioners in attendance:

Gene Argenti (x), Michael Chianese (x), Thomas Hargraves (x) Alec Martin (x)
Stephen Vetrano (Chairman) (x)

Pursuant to the reorganization meeting on March 03, 2020 the Commissioners agreed to the following areas of responsibility. The Commissioners listed as primary should be contacted first. Should he not be available, then the Commissioner listed as secondary should be contacted. If neither Commissioner is available, then the Chairman and Co-Chairman may be contacted.

Chairman:	Michael Chianese	Stephen Vetrano
Treasurer:	Gene Argenti	Alec Martin
Secretary:	Alec Martin	Stephen Vetrano

	<u>PRIMARY</u>	<u>SECONDARY</u>
Facilities:	Michael Chianese	Stephen Vetrano
Apparatus & Equipment:	Alec Martin	Thomas Hargraves
EMS:	Stephen Vetrano	Alec Martin
Personnel:	Gene Argenti	Thomas Hargraves
Hydrants:	Thomas Hargraves	Stephen Vetrano
Insurance & Benefits:	Gene Argenti	Thomas Hargraves
Fire Prevention:	Stephen Vetrano	Alec Martin
Communication & Computers:	Alec Martin	Thomas Hargraves

The Commissioners approved the 2020 "Area of Responsibility" list with **Resolution 2020-44**. Passed 5-0

Commissioner Ronald Lisciandrello has officially ended his term and Commissioner Thomas Hargraves is now starting his term. The meeting is now being chaired by Commissioner Chianese.

Reorganization Meeting Resolution: March 03, 2020

- 2020-45: Official Newspaper for Publication: New Jersey Times (Trenton Times) (5-0)
- 2020-46: Appointment of Auditor: DePietto & DePietto (5-0)
- 2020-47: Authorizing Appointment of Attorney Stark & Stark (4-1)
- 2020-48: Authorizing Appointment of Accountant: Joseph Marcucci Jr. (5-0)
- 2020-49: Adoption of Cash Management Plan: NJ Cash Management Fund. (5-0)
- 2020-50: Designating Surety Bonding for Treasurer, JIF (Joint Insurance Fund) (5-0)
- 2020-51: Designation of Official Bank: 1st Bank (5-0)
- 2020-52: Employee Assistance Program. Penn Medical Princeton Health Care System (5-0)
- 2020-53: Authorizing Appointment of Computer Consultant: O'Brian Consulting (5-0)
- 2020-54: Appointment of Medical Director: Commissioner, Dr. Stephen Vetrano (4-0, 1 abstain)
- 2020-55: Adopt and Enforce the Hamilton Twp. Fire Chiefs' Assoc Standard Operation Guidelines (5-0)
- 2020-56: Use and maintenance of Power DMS Software between district 2 & 9 (5-0)
- 2020-57: Designation of Fuel: Shared service agreement with the Township of Hamilton (5-0)
- 2020-58: Robert Wood Johnson, Physicals, Exams and Workers Comp (5-0)
- 2020-59: Designation of payroll company: PAYCHEX (5-0)
- 2020-60: Authorizing Approval and Payment of Claims (5-0)
- 2020-61: Adoption of the Township Code of Ethics (5-0)

Secretary's Report

The minutes from the February 15, 2020 Meeting were presented. A motion to accept the minutes as written was made by Commissioner Vetrano and seconded by Commissioner Martin.

Motion Carried: 4 in favor 1 abstain

The minutes from the February 24, 2020 Meeting were presented. A motion to accept the minutes with one correction was made by Commissioner Argenti and seconded by Commissioner Vetrano.

Motion Carried: 4 in favor 1 abstain

The minutes from the February 24, 2020 Executive Meeting were presented. A motion to accept the minutes as written was made by Commissioner Argenti and seconded by Commissioner Vetrano.

Motion Carried: 4 in favor 1 abstain

Respectfully Submitted

Alec Martin
Commissioner/Secretary
Hamilton Township Fire District #2

Treasurer's Report by Commissioner Argenti

Grand Bank – Operating	6,500.00
Grand Bank – Payroll	6,363.75
Grand Bank – Money Market	1,450,966.97
Total Grand Bank	1,463,830.72
Cash Management Fund	105,092.69
Petty Cash	762.55
DC Petty Cash	100.00
Total Cash	1,569,785.96
Total Accounts Receivable	0
Total Current Assets	1,569,785.96

PO #	Budget Year	Vendor	Items	Amount
2931	2020	Stephen Vetrano	Commissioners Workshop	393.74
			Poll Workers Dinner	25.26
				<hr/> 419.00 <hr/>

A motion was made by Commissioner Argenti to accept PO 2931 as listed. The Motion was seconded by Commissioner Martin.

Motion Carried: 4 in favor 0 opposed 1 abstain

Deposits

\$ 1,289.44

A Motion was made by Commissioner Argenti to accept the deposit as listed. The Motion was seconded by Commissioner Martin.

Motion Carried: 5 in favor 0 opposed

A Motion was made by Commissioner Argenti to pay all bills as listed. The Motion was seconded by Commissioner Vetrano.

Motion Carried: 5 in favor 0 opposed

Chief's Report

- Chief Tozzi requested an executive session to discuss legal matters.
- Chief Tozzi requested approval to have Tozour-Trane replace the A/C condenser and provide material not covered under the Service Contract. The cost of material not covered is \$1,440.
- We had a serious fire in Yardville; the house was lost but no injuries.

A Motion was made by Commissioner Vetrano to have Tozour-Trane replace the A/C coil.
The Motion was seconded by Commissioner Martin.

Motion Carried: 5 in favor 0 opposed

Deputy Chief's Report

We had a brush fire by the hospital.

Building and Grounds

We have no A/C and need to have the condenser replaced.
The engine room needs some repairs.

Training Report

A two day special operations class on commercial shoring is planned. The class will be taught by Task Force 1 instructors. The class will be held on the Risoldi property. The class and material will be covered by the employee training fund.

Mercerville Fire Company

No Report

Old Business

None

New Business

None

Public Comment

None

Fire Police

No Report

Executive Session

A Motion was made by Commissioner Argenti to enter into Executive Session for Legal Issues (7).
The Motion was seconded by Commissioner Vetrano

Motion Carried: 5 in favor 0 opposed

The Board recessed to Executive Session at 7:30 P.M.

Resolution 2020-62

Commissioner Argenti	Aye
Commissioner Chianese	Aye
Commissioner Hargraves	Aye
Commissioner Martin	Aye
Commissioner Vetrano	Aye

Resolution passed 5-0

The Board resumed in Regular Session at 8:45 P.M

Adjournment

Having no further business at this time Commissioner Argenti made a motion to adjourn. The Motion was seconded by Commissioner Martin.

Motion Carried: 5 in favor 0 opposed

The meeting adjourned 8:45 P.M.

The next regularly scheduled meeting of the Board will be held on Monday March 23, 2020 at 7:00 P.M., Mercerville Fire Company, Hamilton Township Fire District #2.

Respectfully submitted,
Marion Yeager
Administrative Assistant
Board of Fire Commissioners
Hamilton Township Fire District #2

Alec Martin
Commissioner/Secretary
Hamilton Township Fire District #2