

Board of Fire Commissioners

District #5

PO Box 527

Howell, NJ 07731

3/5/20

The reorganization meeting of the Board of Fire Commissioners District #5 was called to order by Chairman Kenneth Harper at 8:00PM at the Freewood Acres Fire Company 17 East 5th Street Howell, NJ. Chairman Harper led the pledge to the flag. In compliance with the open public meeting act of the state of New Jersey. Adequate notice of this meeting was provided to the Asbury Park Press, Tri-town News, and the township of Howell.

Roll call taken; Z Arbakow, J Donahue, R Donahue, J Harper, K Harper

Motion by R Donahue to appoint K Harper as Chairman. Seconded by Z Arbakow. All in Favor.

Motion by J Donahue to appoint J Harper as Vice-Chairman. Seconded by K Harper. All in favor.

Motion by K Harper to appoint R Donahue as Clerk. Seconded by J Donahue. All in favor.

Motion by J Harper to appoint J Donahue as Treasurer. Seconded by K Harper. All in favor.

Motion by R Donahue to appoint Z Arbakow as Commissioner at Large. Seconded by K Harper. All in favor.

Motion by R Donahue to adopt Resolution 2020-1 Authorizing Regular Meeting Schedule. Seconded by Z Arbakow. All in favor.

Motion by J Donahue to adopt Resolution 2020-2 Authorizing Appointment of Attorney. Seconded by J Harper. All in favor.

Motion by J Harper to adopt Resolution 2020-3 Authorizing Appointment of Accountant. Seconded by J Donahue. All in favor.

Motion by R Donahue to adopt Resolution 2020-4 Authorizing Appointment of Auditor. Seconded by J Donahue. All in favor.

Motion by Z Arbakow to adopt Resolution 2020-5 Adoption of Cash Management Plan. Seconded by K Harper. All in favor.

Motion by R Donahue to adopt Resolution 2020-6 Designation of Official Newspapers for Publications for the 2020-2021 Year. Seconded by J Donahue. All in favor.

Motion by J Harper to adopt Resolution 2020-7 Authorizing Approval and Payments of Claims. Seconded by R Donahue. All in favor.

Motion by J Donahue to adopt Resolution 2020-7 Designating Surety Bonding for Commissioners. Seconded by K Harper. All in favor.

Motion by K Harper to approve the position of Engineer with a stipend of \$2000.00. Seconded by Z Arbakow. All in favor.

Motion by J Donahue to authorize the salaries of \$350.00 per meeting for Commissioners. Seconded by K Harper. All in favor.

Motion by J Harper to authorize the yearly Stipend of \$4000.00 for the Clerk and Treasurer. Seconded by Z Arbakow.

Motion by K Harper to authorize the position of Fire Official. Seconded by J Harper. All in favor.

With no other business before the Board, Motion by Z Arbakow to adjourn. Seconded by J Donahue. All in favor.

Meeting adjourned at 8:25 PM.

Respectfully submitted,



Robert M Donahue

Clerk

THE COMMISSIONERS OF FIRE DISTRICT NO. 5
IN THE TOWNSHIP OF Howell, COUNTY OF Monmouth

Resolution # 2020-1

**Authorizing Regular Meeting Schedule
for the 2020-2021 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. 5 in the Township of Howell, County of Mon, as follows:

(1) All regular meetings of the Commissioners shall take place on the Second Tuesday of every month at 8⁰⁰ p.m. with caucus meetings to be held at 8⁰⁰ p.m. at the Firewood Acres Firehouse, 17 EAST 5th STREET, Howell, New Jersey.

(List Dates of Meeting) ATTACHED

(2) A summary of this resolution shall be mailed to the Asbury Park Press and the Tri-Town News.

(3) A summary of this resolution shall be posted and shall be maintained on the official bulletin board of the Township of Howell, 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. 5
IN THE TOWNSHIP OF Howell, COUNTY OF Monmouth

Resolution # 2626-2

**Authorizing Appointment of Attorney
for the 2020-2021 Year**

WHEREAS, there exists a continuing need for legal services to be provided to the Commissioners of Fire District No. 5 in the Township of Howell, County of Monmouth 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 2020-2021; 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. 5 in the Township of Howell, County of Mon, 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. 5
IN THE TOWNSHIP OF Howell, COUNTY OF Monmouth

Resolution # 2020-3

Authorizing Appointment of Accountant
for the 2020-2021 Year

WHEREAS, there exists a continuing need for certain accounting services to be provided to the Commissioners of Fire District No. 5 in the Township of Howell, County of Monmouth, 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 2020-2021 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. 5 in the Township of Howell, County of Monmouth, as follows:

(1) BART & BART 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. 5
IN THE TOWNSHIP OF Howell, COUNTY OF Monmouth

Resolution # 2020-4

**Authorizing Appointment of Auditor
for the 2020-2021 Year**

WHEREAS, there exists a continuing need for certain auditing services to be provided to the Commissioners of Fire District No. 5 in the Township of Howell, County of Monmouth 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 2020-2021 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. 5 in the Township of Howell, County of Mon, as follows:

(1) BART & BART is hereby appointed to provide auditing services to the Commissioners together with assistance in preparation of the 2021 budget 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. 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. 5
IN THE TOWNSHIP OF Howell, COUNTY OF Monmouth

Resolution # 2020-5

Adoption of Cash Management Plan

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. 5 in the Township of Howell, County of Mon, 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 The State Cash Management Fund and/or Santander Bank and/or

THE COMMISSIONERS OF FIRE DISTRICT NO. 5
IN THE TOWNSHIP OF Howell, COUNTY OF Monmouth

Resolution # 2020-6

Designation of Official Newspapers for
Publications for the 2020-2021 Year

WHEREAS, the Commissioners of Fire District No. 5 in the Township of Howell, County of Mon, 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 2020-2021 year.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 5, in the Township of Howell, County of Mon, as follows:

(1) The official newspapers in which the Commissioners will publish all required notices or other items during the 2020-2021 year pursuant to New Jersey statutes shall be Ashbury Park Press and/or Tri-town News, 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. 5
IN THE TOWNSHIP OF Howell, COUNTY OF Monmouth

Resolution # 2020-7

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. 5, in the Township of Howell, County of Mon, 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. 5
IN THE TOWNSHIP OF Howell, COUNTY OF Monmouth

Resolution # 2020-8

Designating Surety Bonding for Commissioners

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 6, Section 5:31-6.1 provides that the fire district shall, by resolution, designate employees and officials required to furnish surety bonds and determine minimum bonds for each such employee and official; and

WHEREAS, the Commissioners of Fire District No. 5 in the Township of Howell, County of Mon, deem it necessary to provide bonding for the Commissioners.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 5 in the Township of Howell, County of Mon, as follows:

- (1) All Commissioners shall be bonded in the amount of approximately \$500,000.00