

Resolution No. 2025-

**RESOLUTION SETTING COMPENSATION FOR COMMISSIONERS PURSUANT TO
N.J.S.A. 40A:14-88 AND THE MANNER OF PAYMENT THEREOF**

WHEREAS, N.J.S.A. 40A:14-88, authorizes commissioners to receive compensation for their offices conditioned upon same being reviewed by the governing body of the municipality; and

WHEREAS, the Board has budgeted for said compensation in the 2026 budget, subject to introduction, a public hearing and adoption by the Board and the Department of Community Affairs, Division of Local Government Services, Local Finance Board; and

WHEREAS, the amount of the compensation is reflective of the time, work and dedication necessary to accommodate the rapid growth and expansion of not only the fire service, but the Township as a whole; and

WHEREAS, the Board finds and determines that said compensation should be effective retroactive to January 1, 2026; and

WHEREAS, the Board further finds and determines that the compensation should be in the amounts as set forth below for each year served or pro rata for a portion of any year of service:

Title	Salary, Wage, Compensation and Benefits
Chairman	\$10,000.00 per annum
Vice Chairman	\$10,000.00 per annum
Treasurer	\$14,000.00 per annum
Clerk	\$14,000.00 per annum
Commissioner-at-Large	\$10,000.00 per annum; and

WHEREAS, the Board has determined that payment shall be made in accordance with Board policy.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Fire Commissioners of Fire District No. 5, Township of Howell, County of Monmouth, State of New Jersey, that the compensation for each commissioner shall be set in the amounts set forth above and that the Board's practice in future fiscal years shall be modified to reflect that a copy of the District budget will be forwarded annually to the Business Manager of the Township of Howell for the governing body's reference and comments relative to the commissioners' compensation, if any, prior to the Board's public hearing on the budget and final adoption; and

BE IT FURTHER RESOLVED, that the sums as set forth above appear in the 2026 budget under the caption of Administration – Personnel; Commissioners and is hereby appropriated under the said caption of the operating section of the 2026 budget; and

BE IT FURTHER RESOLVED, that, pursuant to N.J.A.C. 5:30-5.5(b), the certification of available funds shall be certified as of the date of the within Resolution and shall be chargeable to the above said line item as incurred to the maximum amount of same unless otherwise increased as permitted by law and a separate certification of availability of funds is made by the Board Treasurer; and

BE IT FURTHER RESOLVED, a copy of this Resolution shall be forwarded to the governing body and, if no objections or other concerns are received within ten (10) days, the Board shall proceed as set forth in this Resolution; and

BE IT FURTHER RESOLVED, that the within Resolution shall be effective immediately upon passage; and

BE IT FURTHER RESOLVED, that any resolution or part of a resolution inconsistent herewith are hereby repealed or otherwise revoked; and

BE IT FURTHER RESOLVED, that if any section, paragraph, sentence, clause or phrase in this Resolution is for any reason held or determined to be unconstitutional or invalid, same shall not affect the remainder of this Resolution; and

BE IT FURTHER RESOLVED, that notwithstanding anything set forth herein to the contrary, the Board shall be permitted to amend, modify, repeal or otherwise act as to those topics which are the subject of this Resolution provided said acts are consistent with public policy, Board bylaws, township ordinances, local, state and federal laws and rules and regulations promulgated thereunder; and

BE IT FURTHER RESOLVED, that an original signed, conformed and compared copy of this Resolution be accessible and maintained as an official Board record pursuant to and in accordance with the “Open Public Records Act”; N.J.S.A. 47:1A-1, *et seq.* and the “Destruction of Public Records Law (1953)”; N.J.S.A. 47:3-8.1, *et seq.* as set forth by the State of New Jersey Municipal Agency Record Retention Schedule promulgated by the Division of Archives and Record Management.

CERTIFICATION

I, **ROBERT DONAHUE**, Clerk of the Board of Fire Commissioners of Fire District No. 5, Township of Howell, County of Monmouth, State of New Jersey, do hereby certify that the

foregoing is a true conformed and compared copy of an original Resolution now on file and of record in the District office which was duly adopted at a public meeting held on the 8th day of July, 2025.

I do further certify that the said Board of Fire Commissioners of Fire District No. 5, Township of Howell, County of Monmouth, State of New Jersey, is composed of - 5 - members, and that - 5 - members were present and - 5 - members voted affirmatively for the adoption of the Resolution and - 0 - members voted against the adoption of the Resolution.

The undersigned further certifies that the above Resolution has not been repealed or amended and remains in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of said Board of Fire Commissioners of Fire District No. 5, Township of Howell, County of Monmouth, State of New Jersey, on this 8th day of July, 2025.

A handwritten signature in dark ink, appearing to read "Robert Donahue", is written over a horizontal line.

ROBERT DONAHUE, CLERK
Board of Fire Commissioners
Fire District No. 5
Township of Howell

Resolution No. 2025-

RESOLUTION AUTHORIZING A CONTRACT FOR AUDITING SERVICES

WHEREAS, the Board of Fire Commissioners of Fire District No. 5, Township of Howell, County of Monmouth, State of New Jersey, as a public body duly organized under the laws of the State of New Jersey, requires the advice, consultation and other services of an auditor in the conduct of public business for which it is charged; and

WHEREAS, the Board is required under the law to retain the services of an auditor; and

WHEREAS, the Board Treasurer has determined and certified that the value of auditing services will be less than seventeen thousand five hundred dollars (\$17,500.00); and

WHEREAS, the term of the Contract is for one (1) year or less; and

WHEREAS, the Board received a proposal from Michael R. Bart, C.P.A., of the firm Bart & Bart, 104 Main Street, Suite 2, Woodbridge, New Jersey; and

WHEREAS, the Board Treasurer certified the availability of funds for the aforementioned auditing services.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Fire Commissioners of Fire District No. 5, Township of Howell, County of Monmouth, State of New Jersey, that it engage and otherwise retain the services of Michael R. Bart, C.P.A., of the firm Bart & Bart, 104 Main Street, Suite 2, Woodbridge, New Jersey, for the provision of auditing services as set forth in the aforementioned proposal and/or proposed contract; and

BE IT FURTHER RESOLVED, that the Chairman be authorized to execute the proposal and/or contract for auditing services for and on behalf of the Board and that the Clerk attest to same; and

BE IT FURTHER RESOLVED, that the sum of seventeen thousand five hundred dollars (\$17,500.00) for fiscal year 2025 appears in the 2025 budget under the caption of Administration - Other - Professional Services and is hereby appropriated under the said caption of the operating section of the 2025 budget; and

BE IT FURTHER RESOLVED, that, pursuant to N.J.A.C. 5:30-5.5(b), the certification of available funds shall be certified as of the date of the within Resolution and shall be chargeable to the above said line item as incurred to the maximum amount of same unless otherwise increased as permitted by law and a separate certification of availability of funds is made by the Board Treasurer; and

BE IT FURTHER RESOLVED, that the within Resolution shall be effective immediately upon passage; and

BE IT FURTHER RESOLVED, that any resolution or part of a resolution inconsistent herewith is hereby repealed or otherwise revoked; and

BE IT FURTHER RESOLVED, that if any section, paragraph, sentence, clause or phrase in this Resolution is for any reason held or determined to be unconstitutional or invalid, same shall not affect the remainder of this Resolution; and

BE IT FURTHER RESOLVED, that notwithstanding anything set forth herein to the contrary, the Board shall be permitted to amend, modify, repeal or otherwise act as to those topics which are the subject of this Resolution provided said acts are consistent with public policy, Board bylaws, township ordinances, local, state and federal laws and rules and regulations promulgated thereunder; and

BE IT FURTHER RESOLVED, that an original signed, conformed and compared copy of this Resolution be accessible and maintained as an official Board record pursuant to and in accordance with the "Open Public Records Act"; N.J.S.A. 47:1A-1, *et seq.* and the "Destruction of Public Records Law (1953)"; N.J.S.A. 47:3-8.1, *et seq.* as set forth by the State of New Jersey Municipal Agency Record Retention Schedule promulgated by the Division of Archives and Record Management.

CERTIFICATION

I, _____, Clerk of the Board of Fire Commissioners of Fire District No. 5, Township of Howell, County of Monmouth, State of New Jersey, do hereby certify that the foregoing is a true conformed and compared copy of an original Resolution now on file and of record in the District office which was duly adopted at a public meeting held on the 11th day of March, 2025.

I do further certify that the said Board of Fire Commissioners of Fire District No. 5, Township of Howell, County of Monmouth, State of New Jersey, is composed of - 5 - members, and that - - members were present and - - members voted affirmatively for the adoption of the Resolution and - - members voted against the adoption of the Resolution.

The undersigned further certifies that the above Resolution has not been repealed or amended and remains in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of said Board of Fire Commissioners of Fire District No. 5, Township of Howell, County of Monmouth, State of New Jersey, on this 11th day of March, 2025.

, CLERK
Board of Fire Commissioners
Fire District No. 5
Township of Howell

Resolution No. 2025-

RESOLUTION AUTHORIZING NOTICE OF PUBLIC MEETINGS
PURSUANT TO N.J.S.A. 10:4-18

WHEREAS, N.J.S.A. 10:4-18 requires every public body to post and maintain posted throughout the year, in a public place reserved for such or similar announcements, a notice of its regularly scheduled meetings for the year; and

WHEREAS, the aforementioned statute requires that the notice of the annual schedule of regular and workshop meetings be forwarded to the newspapers designated by the Board to receive such notices pursuant to N.J.S.A. 10:4-8(d); and

WHEREAS, the annual regular meeting schedule shall contain the location of each meeting, to the extent it is known, and the time and date of each meeting; and

WHEREAS, the Board of Fire Commissioners of Fire District No. 5, Township of Howell, County of Monmouth, State of New Jersey, finds and determines that it shall continue to hold its regular monthly meetings on the second Tuesday of each month throughout fiscal year 2025; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Fire Commissioners of Fire District No. 5, Township of Howell, County of Monmouth, State of New Jersey, that its regular monthly meetings for March, 2025, through March, 2026, be held on the second Tuesday of each month at 8:00 p.m. at the Freewood Acres Firehouse, 17 East Fifth Street, Howell, New Jersey; and

BE IT FURTHER RESOLVED, that a notice of the annual regular monthly meeting schedule inclusive of the date, time and place thereof be published in the Board's official newspaper, the Asbury Park Press, and in the Howell Times; and

BE IT FURTHER RESOLVED, that a notice be forwarded to the Clerk of the Township of Howell requesting said notice be posted and maintained throughout the fiscal year 2025 in a place within the Township Municipal Building designated by the Township for posting of such notices; and

BE IT FURTHER RESOLVED, that the annual regular meeting schedule be posted at the Freewood Acres Firehouse, 17 East Fifth Street Howell, New Jersey; and

BE IT FURTHER RESOLVED, that the annual regular and workshop meeting schedule be posted on the District web site, www.howellfiredistrict5.com; and

BE IT FURTHER RESOLVED, that, if subsequent to the above mentioned publications and postings, the annual regular meeting schedule is thereafter revised, the Board shall publish and post such revisions in the same manner and means described above; and

BE IT FURTHER RESOLVED, that the within Resolution shall be effective immediately upon passage; and

BE IT FURTHER RESOLVED, that any resolution or part of a resolution inconsistent herewith is hereby repealed or otherwise revoked; and

BE IT FURTHER RESOLVED, that if any section, paragraph, sentence, clause or phrase in this Resolution is for any reason held or determined to be unconstitutional or invalid, same shall not affect the remainder of this Resolution; and

BE IT FURTHER RESOLVED, that notwithstanding anything set forth herein to the contrary, the Board shall be permitted to amend, modify, repeal or otherwise act as to those topics which are the subject of this Resolution provided said acts are consistent with public policy, Board bylaws, township ordinances, local, state and federal laws and rules and regulations promulgated thereunder; and

BE IT FURTHER RESOLVED, that an original signed, conformed and compared copy of this Resolution be accessible and maintained as an official Board record pursuant to and in accordance with the "Open Public Records Act"; N.J.S.A. 47:1A-1, *et seq.* and the "Destruction of Public Records Law (1953)"; N.J.S.A. 47:3-8.1, *et seq.* as set forth by the State of New Jersey Municipal Agency Record Retention Schedule promulgated by the Division of Archives and Record Management.

CERTIFICATION

I, _____, Clerk of the Board of Fire Commissioners of Fire District No. 5, Township of Howell, County of Monmouth, State of New Jersey, do hereby certify that the foregoing is a true conformed and compared copy of an original Resolution now on file and of record in the District office which was duly adopted at a public meeting held on the 11th day of March, 2025.

I do further certify that the said Board of Fire Commissioners of Fire District No. 5, Township of Howell, County of Monmouth, State of New Jersey, is composed of - 5 - members, and that - - members were present and - - members voted affirmatively for the adoption of the Resolution and - - members voted against the adoption of the Resolution.

The undersigned further certifies that the above Resolution has not been repealed or amended and remains in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of said Board of Fire Commissioners of Fire District No. 5, Township of Howell, County of Monmouth, State of New Jersey, on this 11th day of March, 2025.

, CLERK
Board of Fire Commissioners
Fire District No. 5
Township of Howell

Resolution No. 2025-

RESOLUTION REAFFIRMING THE BOARD'S PRIOR ACTIONS, BYLAWS, POLICIES, DIRECTIVES, DECISIONS, ORDERS, CONTRACTS, OBLIGATIONS, RULES AND REGULATIONS AND OTHER ACTS AND PRACTICES

WHEREAS, the Board of Fire Commissioners of Fire District No. 5, Township of Howell, County of Monmouth, State of New Jersey, is a noncontiguous body corporate as established in N.J.S.A. 40A:14-70; and

WHEREAS, at each annual fire district election on the third Saturday in February, the body corporate is subject to change; and

WHEREAS, in March of each year the State Legislature has mandated the body corporate reorganize; and

WHEREAS, the acts, contracts, obligations, and practices of prior Boards are valid only for a term of each constituted body corporate or coterminous with the body corporate's reorganization; and

WHEREAS, in order for the actions, bylaws, policies, directives, decisions, orders, contracts, obligations, rules and regulations and other acts and practices of the body corporate to continue in effect with the restructure of each Board the body corporate must, by implication or express action, reaffirm same on an annual basis.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Fire Commissioners of Fire District No. 5, Township of Howell, County of Monmouth, State of New Jersey, that it reaffirm all actions, bylaws, policies, directives, decisions, orders, contracts, obligations, rules and regulations and other acts and practices of the body corporate presently in effect in the District until the next reorganization of the body corporate; and

BE IT FURTHER RESOLVED, that the within Resolution shall be effective immediately upon passage; and

BE IT FURTHER RESOLVED, that any resolution or part of a resolution inconsistent herewith is hereby repealed or otherwise revoked; and

BE IT FURTHER RESOLVED, that if any section, paragraph, sentence, clause or phrase in this Resolution is for any reason held or determined to be unconstitutional or invalid, same shall not affect the remainder of this Resolution; and

BE IT FURTHER RESOLVED, that notwithstanding anything set forth herein to the contrary, the Board shall be permitted to amend, modify, repeal or otherwise act as to those topics which are the subject of this Resolution provided said acts are consistent with public policy, Board

bylaws, township ordinances, local, state and federal laws and rules and regulations promulgated thereunder; and

BE IT FURTHER RESOLVED, that an original signed, conformed and compared copy of this Resolution be accessible and maintained as an official Board record pursuant to and in accordance with the "Open Public Records Act"; N.J.S.A. 47:1A-1, *et seq.* and the "Destruction of Public Records Law (1953)"; N.J.S.A. 47:3-8.1, *et seq.* as set forth by the State of New Jersey Municipal Agency Record Retention Schedule promulgated by the Division of Archives and Record Management.

CERTIFICATION

I, _____, Clerk of the Board of Fire Commissioners of Fire District No. 5, Township of Howell, County of Monmouth, State of New Jersey, do hereby certify that the foregoing is a true conformed and compared copy of an original Resolution now on file and of record in the District office which was duly adopted at a public meeting held on the 11th day of March, 2025.

I do further certify that the said Board of Fire Commissioners of Fire District No. 5, Township of Howell, County of Monmouth, State of New Jersey, is composed of - 5 - members, and that - - members were present and - - members voted affirmatively for the adoption of the Resolution and - - members voted against the adoption of the Resolution.

The undersigned further certifies that the above Resolution has not been repealed or amended and remains in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of said Board of Fire Commissioners of Fire District No. 5, Township of Howell, County of Monmouth, State of New Jersey, on this 11th day of March, 2025.

_____, **CLERK**
Board of Fire Commissioners
Fire District No. 5
Township of Howell

Resolution No. 2025-

**RESOLUTION AUTHORIZING ESTABLISHMENT OF AN OFFICIAL DEPOSITORY
PURSUANT TO N.J.S.A. 17:9-9**

WHEREAS, the Board of Fire Commissioners of Fire District No. 5, Township of Howell, County of Monmouth, State of New Jersey, has adopted a cash management plan pursuant to N.J.S.A. 40A:5-14; and

WHEREAS, said plan includes designation of an official public depository or depositories as defined in the "Governmental Unit Deposit Protection Act": N.J.S.A. 17:9-41, *et seq.*; and

WHEREAS, N.J.S.A. 17:9-9 mandates a public entity charged with the custody and control of public money to designate, by resolution, an official depository or depositories; and

WHEREAS, Wells Fargo Bank qualifies as an official public depository pursuant to the "Governmental Unit Deposit Protection Act" (GUDPA) and are insured by the Federal Deposit Insurance Corporation (FDIC).

NOW, THEREFORE, BE IT RESOLVED, by the Board of Fire Commissioners of Fire District No. 5, Township of Howell, County of Monmouth, State of New Jersey, that it designate Wells Fargo Bank as its official public depository for fiscal year 2025; and

BE IT FURTHER RESOLVED, that the hereinafter set forth Commissioners be designated as official signatories on all accounts: Robert M. Donahue, Sr., James Harper, Sr., Kenneth Harper, Thomas Koubek and Karl Mannik; and

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 40A:14-89 all money to be disbursed by check, drafts or warrants be signed by three (3) commissioners or in such other manner or form as prescribed by the Board; and

BE IT FURTHER RESOLVED, that a copy of this Resolution be forwarded to the Board Auditor, Michael R. Bart, C.P.A., of the firm Bart & Bart, 104 Main Street, Suite 2, Woodbridge, New Jersey; and

BE IT FURTHER RESOLVED, that the within Resolution shall be effective immediately upon passage; and

BE IT FURTHER RESOLVED, that any resolution or part of a resolution inconsistent herewith is hereby repealed or otherwise revoked; and

BE IT FURTHER RESOLVED, that if any section, paragraph, sentence, clause or phrase in this Resolution is for any reason held or determined to be unconstitutional or invalid, same shall not affect the remainder of this Resolution; and

BE IT FURTHER RESOLVED, that notwithstanding anything set forth herein to the contrary, the Board shall be permitted to amend, modify, repeal or otherwise act as to those topics which are the subject of this Resolution provided said acts are consistent with public policy, Board bylaws, township ordinances, local, state and federal laws and rules and regulations promulgated thereunder; and

BE IT FURTHER RESOLVED, that an original signed, conformed and compared copy of this Resolution be accessible and maintained as an official Board record pursuant to and in accordance with the "Open Public Records Act"; N.J.S.A. 47:1A-1, *et seq.* and the "Destruction of Public Records Law (1953)"; N.J.S.A. 47:3-8.1, *et seq.* as set forth by the State of New Jersey Municipal Agency Record Retention Schedule promulgated by the Division of Archives and Record Management.

CERTIFICATION

I, _____, Clerk of the Board of Fire Commissioners of Fire District No. 5, Township of Howell, County of Monmouth, State of New Jersey, do hereby certify that the foregoing is a true conformed and compared copy of an original Resolution now on file and of record in the District office which was duly adopted at a public meeting held on the 11th day of March, 2025.

I do further certify that the said Board of Fire Commissioners of Fire District No. 5, Township of Howell, County of Monmouth, State of New Jersey, is composed of - 5 - members, and that - - members were present and - - members voted affirmatively for the adoption of the Resolution and - - members voted against the adoption of the Resolution.

The undersigned further certifies that the above Resolution has not been repealed or amended and remains in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of said Board of Fire Commissioners of Fire District No. 5, Township of Howell, County of Monmouth, State of New Jersey, on this 11th day of March, 2025.

_____, CLERK
Board of Fire Commissioners
Fire District No. 5
Township of Howell

Resolution No. 2025-

**RESOLUTION DESIGNATING NEWSPAPERS AND
PUBLIC PLACES FOR POSTINGS PURSUANT TO N.J.S.A. 10:4-8**

WHEREAS, the Board of Fire Commissioners of Fire District No. 5, Township of Howell, County of Monmouth, State of New Jersey, is mandated pursuant to and in accordance with the laws of the State of New Jersey to publish, post or otherwise deliver certain notices of public concern regarding matters including, but not limited to, elections, budgets, public hearings, public meetings, public bids and other various activities and functions undertaken by the Board; and

WHEREAS, the Board is likewise required to post various notices of the above set forth activities, events and functions in public places normally reserved for same.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Fire Commissioners of Fire District No. 5, Township of Howell, County of Monmouth, State of New Jersey, that the Asbury Park Press be and the same is hereby designated as the official newspaper for publications of all required notices for the fiscal year 2025; and

BE IT FURTHER RESOLVED, that the Howell Times be and the same is hereby designated as the newspaper to receive for informational purposes only all meeting notices of the Board of Fire Commissioners of Fire District No. 5 during fiscal year 2025; and

BE IT FURTHER RESOLVED, that the bulletin board at the Municipal Building located at 4567 Route 9 North, Howell, New Jersey, is hereby designated as the official place where all required official notices are to be posted; and

BE IT FURTHER RESOLVED, that the Township Clerk of the Township of Howell shall be the individual designated by the Board to receive all required public notices; and

BE IT FURTHER RESOLVED, that all required public notices be also be posted at the Freewood Acres Firehouse, 17 East Fifth Street, Howell, New Jersey; and

BE IT FURTHER RESOLVED, that all required official notices be posted on the District web site, www.howellfiredistrict5.com; and

BE IT FURTHER RESOLVED, that the within Resolution shall be effective immediately upon passage; and

BE IT FURTHER RESOLVED, that any resolution or part of a resolution inconsistent herewith is hereby repealed or otherwise revoked; and

BE IT FURTHER RESOLVED, that if any section, paragraph, sentence, clause or phrase in this Resolution is for any reason held or determined to be unconstitutional or invalid, same shall not affect the remainder of this Resolution; and

BE IT FURTHER RESOLVED, that notwithstanding anything set forth herein to the contrary, the Board shall be permitted to amend, modify, repeal or otherwise act as to those topics which are the subject of this Resolution provided said acts are consistent with public policy, Board bylaws, township ordinances, local, state and federal laws and rules and regulations promulgated thereunder; and

BE IT FURTHER RESOLVED, that an original signed, conformed and compared copy of this Resolution be accessible and maintained as an official Board record pursuant to and in accordance with the "Open Public Records Act"; N.J.S.A. 47:1A-1, *et seq.* and the "Destruction of Public Records Law (1953)"; N.J.S.A. 47:3-8.1, *et seq.* as set forth by the State of New Jersey Municipal Agency Record Retention Schedule promulgated by the Division of Archives and Record Management.

CERTIFICATION

I, _____, Clerk of the Board of Fire Commissioners of Fire District No. 5, Township of Howell, County of Monmouth, State of New Jersey, do hereby certify that the foregoing is a true conformed and compared copy of an original Resolution now on file and of record in the District office which was duly adopted at a public meeting held on the 11th day of March, 2025.

I do further certify that the said Board of Fire Commissioners of Fire District No. 5, Township of Howell, County of Monmouth, State of New Jersey, is composed of - 5 - members, and that - - members were present and - - members voted affirmatively for the adoption of the Resolution and - - members voted against the adoption of the Resolution.

The undersigned further certifies that the above Resolution has not been repealed or amended and remains in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of said Board of Fire Commissioners of Fire District No. 5, Township of Howell, County of Monmouth, State of New Jersey, on this 11th day of March, 2025.

_____, CLERK
Board of Fire Commissioners
Fire District No. 5
Township of Howell

Resolution No. 2025-

RESOLUTION AWARDING A CONTRACT FOR LEGAL SERVICES

WHEREAS, the Board of Fire Commissioners has a need to acquire professional legal services for fiscal year 2025 as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5 et seq.; and

WHEREAS, the Board Treasurer has determined and certified in writing that the value of those services will exceed \$17,500.00; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., exempts professional services from public advertising for bids when awarded as a non-fair and open contract by resolution of the governing body; and

WHEREAS, the Attorney has indicated that the required services will be provided as specified below for the Board at the rates and terms specified in the contract as substantially similar to those attached; and

WHEREAS, the firm will complete and submit a Business Entity Disclosure Certification, which Certification provides that the firm has not made any reportable contributions to candidate committees, joint candidates committees or political party committees representing the elected officials of the Board in the one year period preceding the award of the Contract, and that the Contract will prohibit the firm from making any reportable contributions through the term of the contract that would bar the award of this Agreement pursuant to N.J.S.A. 19:44A-20.5 et seq., and

WHEREAS, the firm will complete and submit a Political Contribution Disclosure Form and a Statement of Ownership Disclosure, as required pursuant to N.J.S.A. 19:44A-20.26, no later than ten (10) days prior to entering into the contract, disclosing all reportable political contributions (more than \$300.00 per election cycle) made over the twelve (12) months prior to submission to the committees of the government entities listed on the Form provided by the Board; and

WHEREAS, the Board Treasurer has and will certify as to the availability of funds at the time of service.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Fire Commissioners of Fire District No. 5, Township of Howell, County of Monmouth, State of New Jersey, hereby awards a professional legal services contract to the firm of Sendzik & Sendzik, P.C., for services as directed by the Board and agreed upon by and between the parties; and

BE IT FURTHER RESOLVED, that the Business Entity Disclosure Certification, Political Contribution Disclosure Form, Statement of Owner Disclosure, Determination of Value and Certificate of Availability of Funds be placed on file in the District office with the executed Contract and authorizing Resolution; and

BE IT FURTHER RESOLVED, that the contract be awarded through a non-fair and open process and without a competitive bid pursuant to N.J.S.A. 19:44A-20.5 and as professional services, pursuant to N.J.S.A. 40A:11-1 et seq.; and

BE IT FURTHER RESOLVED, a notice of this award be printed in the official newspaper of the Board of Fire Commissioners in accordance with N.J.S.A. 40A:11-1 et seq. The Notice will be substantially as follows:

NOTICE OF NON-FAIR AND OPEN CONTRACT AWARD

The Board of Fire Commissioners of Fire District No. 5, Township of Howell, County of Monmouth, State of New Jersey, has awarded a contract through a non-fair and open process and without a competitive bid pursuant to N.J.S.A. 19:44A-20.5 and as a professional service pursuant to N.J.S.A. 40A:11-5(1)(a)(i). The Contract and Resolution authorizing same are on file and available for public inspection in the District office, 17 East Fifth Street, Howell, New Jersey.

Awarded to: Sendzik & Sendzik, P.C.

Services: Legal Services

Term: March 11, 2025, until the next reorganization of the body corporate

Cost: \$185.00 per hour; and

BE IT FURTHER RESOLVED, that the sum to be paid for legal services for fiscal year 2025 appears in the 2025 budget under the caption of Administration - Other - Professional Services and is hereby appropriated under the said caption of the operating section of the 2025 budget; and

BE IT FURTHER RESOLVED, that, pursuant to N.J.A.C. 5:30-5.5(b), the certification of available funds shall be certified as of the date of the within Resolution and shall be chargeable to the above said line item as incurred to the maximum amount of same unless otherwise increased as permitted by law and a separate certification of availability of funds is made by the Board Treasurer; and

BE IT FURTHER RESOLVED, that the Board Chairman be authorized to execute any and all documents to effectuate the intent and purpose of the within Resolution and the Clerk attest thereto; and

BE IT FURTHER RESOLVED, that the within Resolution shall be effective immediately upon passage; and

BE IT FURTHER RESOLVED, that any resolution or part of a resolution inconsistent herewith is hereby repealed or otherwise revoked; and

BE IT FURTHER RESOLVED, that if any section, paragraph, sentence, clause or phrase in this Resolution is for any reason held or determined to be unconstitutional or invalid, same shall not affect the remainder of this Resolution; and

BE IT FURTHER RESOLVED, that notwithstanding anything set forth herein to the contrary, the Board shall be permitted to amend, modify, repeal or otherwise act as to those topics which are the subject of this Resolution provided said acts are consistent with public policy, Board bylaws, township ordinances, local, state and federal laws and rules and regulations promulgated thereunder; and

BE IT FURTHER RESOLVED, that an original signed, conformed and compared copy of this Resolution be accessible and maintained as an official Board record pursuant to and in accordance with the "Open Public Records Act"; N.J.S.A. 47:1A-1, *et seq.* and the "Destruction of Public Records Law (1953)"; N.J.S.A. 47:3-8.1, *et seq.* as set forth by the State of New Jersey Municipal Agency Record Retention Schedule promulgated by the Division of Archives and Record Management.

CERTIFICATION

I, _____, Clerk of the Board of Fire Commissioners of Fire District No. 5, Township of Howell, County of Monmouth, State of New Jersey, do hereby certify that the foregoing is a true conformed and compared copy of an original Resolution now on file and of record in the District office which was duly adopted at a public meeting held on the 11th day of March, 2025.

I do further certify that the said Board of Fire Commissioners of Fire District No. 5, Township of Howell, County of Monmouth, State of New Jersey, is composed of - 5 - members, and that - - members were present and - - members voted affirmatively for the adoption of the Resolution and - - members voted against the adoption of the Resolution.

The undersigned further certifies that the above Resolution has not been repealed or amended and remains in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of said Board of Fire Commissioners of Fire District No. 5, Township of Howell, County of Monmouth, State of New Jersey, on this 11th day of March, 2025.

, CLERK
Board of Fire Commissioners
Fire District No. 5
Township of Howell

RESOLUTION

WHEREAS, N.J.S.A. 40A:14-89 requires the governing body of each local Fire District to cause an annual audit of its accounts to be made, and

WHEREAS, the annual audit report for the fiscal year ended DECEMBER 31, 2024, has been completed and filed with the **HOWELL TOWNSHIP FIRE DISTRICT #5**, pursuant to N.J.S.A. 40A:14-89, and


WHEREAS, N.J.S.A. 40A:14-89 requires the governing body of each Fire District to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations" in accordance with N.J.S.A. 40A:14-89,

NOW, THEREFORE BE IT RESOLVED, that the governing body of the **HOWELL TOWNSHIP FIRE DISTRICT #5**, hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended DECEMBER 31, 2024, and specifically has reviewed the sections of the audit report entitled "General Comments" and Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the secretary of the Fire District is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON OCTOBER 14, 2025


Secretary

14 OCT 25
Date

Resolution No. 2025-

RESOLUTION ADOPTING DISTRICT 2025 BUDGET PURSUANT TO N.J.S.A. 40A:14-78.4

WHEREAS, the Board of Fire Commissioners of Fire District No. 5, Township of Howell, County of Monmouth, State of New Jersey, noticed and held a public hearing pursuant to N.J.S.A. 40A:14-78.2 on the proposed annual budget for fiscal year 2025, from January 1, 2025, to December 31, 2025, on January 14, 2025, hereinafter referenced as the "annual budget"; and

WHEREAS, the annual budget has been presented for adoption before the Board of Fire Commissioners of Fire District No. 5, Township of Howell, County of Monmouth, State of New Jersey, at its noticed public meeting held on January 14, 2025; and

WHEREAS, the annual budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the State of New Jersey, Department of Community Affairs, Director of the Division of Local Government Services; and

WHEREAS, the adopted budget is in compliance with the Property Tax Levy Cap Law (N.J.S.A. 40A:4-45.44, et seq.); and

WHEREAS, the annual budget as presented for adoption reflects total revenues of \$1,343,775.00 which includes the amount to be raised by taxation of \$882,577.00 and total appropriations of \$1,343,775.00; and

WHEREAS, an election shall be held on February 15, 2025, to determine the amount of money to be raised by taxation for the ensuing year.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Fire Commissioners of Fire District No. 5, Township of Howell, County of Monmouth, State of New Jersey, that at its noticed, public meeting held on January 14, 2025, the annual budget of Fire District No. 5 for fiscal year beginning January 1, 2025, and ending December 31, 2025, be and is hereby adopted and shall constitute appropriations for the purposes stated and authorization of total revenues of \$1,343,775.00 which includes the amount to be raised by taxation of \$882,577.00 and total appropriations of \$1,343,775.00; and

BE IT FURTHER RESOLVED, that the annual budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the

State of New Jersey, Department of Community Affairs, Director of the Division of Local Government Services; and

BE IT FURTHER RESOLVED, that the District shall hold an annual election on February 15, 2025, to determine the amount of money to be raised by taxation for the ensuing year; and

BE IT FURTHER RESOLVED, that the results of the annual budget election be certified to the Director of the Division of Local Government Services and the Township of Howell Tax Assessor; and

BE IT FURTHER RESOLVED, that the 2025 adopted budget for fiscal year 2025 be attached to this Resolution and made a part hereof; and

BE IT FURTHER RESOLVED, that the Board Clerk be authorized to forward the annual adopted budget to the State of New Jersey, Department of Community Affairs, Director of the Division of Local Government Services, for its adoption; and

BE IT FURTHER RESOLVED, that a signed, conformed and compared copy of this Resolution be forwarded to the District Auditor, Michael R. Bart, C.P.A., of the firm of Bart & Bart, 104 Main Street, #2, Woodbridge, New Jersey 07095; and

BE IT FURTHER RESOLVED, that the within Resolution shall be effective immediately upon passage; and

BE IT FURTHER RESOLVED, that any resolution or part of a resolution inconsistent herewith is hereby repealed or otherwise revoked; and

BE IT FURTHER RESOLVED, that if any section, paragraph, sentence, clause or phrase in this Resolution is for any reason held or determined to be unconstitutional or invalid, same shall not affect the remainder of this Resolution; and

BE IT FURTHER RESOLVED, that notwithstanding anything set forth herein to the contrary, the Board shall be permitted to amend, modify, repeal or otherwise act as to those topics which are the subject of this Resolution provided said acts are consistent with public policy, Board bylaws, township ordinances, local, state and federal laws and rules and regulations promulgated thereunder; and

BE IT FURTHER RESOLVED, that an original signed, conformed and compared copy of this Resolution be accessible and maintained as an official Board record pursuant to and in accordance with the "Open Public Records Act"; N.J.S.A. 47:1A-1, *et seq.* and the "Destruction of Public Records Law (1953)"; N.J.S.A. 47:3-8.1, *et seq.* as set forth by the State of New Jersey

Municipal Agency Record Retention Schedule promulgated by the Division of Archives and Record Management.

Board of Commissioners Recorded Vote

Member	Motion	Second	Aye	Nay	Abstain	Absent
R. Donahue	X		X			
J. Harper		X	X			
K. Harper			X			
S. Koubek			X			
K. Mannik			X			


CERTIFICATION

I, ROBERT M. DONAHUE, SR., Clerk of the Board of Fire Commissioners of Fire District No. 5, Township of Howell, County of Monmouth, State of New Jersey, do hereby certify that the foregoing is a true conformed and compared copy of an original Resolution now on file and of record in the District office which was duly adopted at a public meeting held on the 14th day of January, 2025.

I do further certify that the said Board of Fire Commissioners of Fire District No. 5, Township of Howell, County of Monmouth, State of New Jersey, is composed of - 5 - members, and that - - members were present and - - members voted affirmatively for the adoption of the Resolution and - - members voted against the adoption of the Resolution.

The undersigned further certifies that the above Resolution has not been repealed or amended and remains in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of said Board of Fire Commissioners of Fire District No. 5, Township of Howell, County of Monmouth, State of New Jersey, on this 14th day of January, 2025.


ROBERT M. DONAHUE, SR., CLERK
Board of Fire Commissioners
Fire District No. 5
Township of Howell

Resolution No. 2025-

RESOLUTION EXTENDING LEASE AGREEMENT BETWEEN THE BOARD OF FIRE COMMISSIONERS OF FIRE DISTRICT NO. 5, TOWNSHIP OF HOWELL, AND FREEWOOD ACRES FIRE COMPANY NO. 1

WHEREAS, the Board of Fire Commissioners of Fire District No. 5, Township of Howell, County of Monmouth, State of New Jersey, in order to fulfill its mandated charge of fire prevention, the extinguishment of fires and the regulation of fire hazards within the District, entered into a Lease Agreement with Freewood Acres Fire Company No. 1 for premises described as "Fire Station"; and

WHEREAS, the term of the Lease Agreement originally terminated on December 31, 2017; and

WHEREAS, the Lease Agreement provided an option for renewal under the same terms and conditions as set forth therein subject to negotiation of the rental amount and the parties thereto elected to extend the Lease Agreement through December 31, 2024; and

WHEREAS, the Board finds and determines that further extension of the Lease Agreement is in the best interest of the Township and the taxpayers.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Fire Commissioners of Fire District No. 5, Township of Howell, County of Monmouth, State of New Jersey, that the subject Lease Agreement be extended retroactively to January 1, 2025, through December 31, 2025, under the same terms and conditions as the initial Lease Agreement; and

BE IT FURTHER RESOLVED, that the Board Chairman be authorized to execute any and all documents to effectuate the intent and purpose of the within Resolution and the Clerk attest thereto; and

BE IT FURTHER RESOLVED, that the within Resolution shall be effective immediately upon passage; and

BE IT FURTHER RESOLVED, that any resolution or part of a resolution inconsistent herewith are hereby repealed or otherwise revoked; and

BE IT FURTHER RESOLVED, that if any section, paragraph, sentence, clause or phrase in this Resolution is for any reason held or determined to be unconstitutional or invalid, same shall not affect the remainder of this Resolution; and

BE IT FURTHER RESOLVED, that notwithstanding anything set forth herein to the contrary, the Board shall be permitted to amend, modify, repeal or otherwise act as to those topics which are the subject of this Resolution provided said acts are consistent with public policy, Board

bylaws, township ordinances, local, state and federal laws and rules and regulations promulgated thereunder; and

BE IT FURTHER RESOLVED, that an original signed, conformed and compared copy of this Resolution be accessible and maintained as an official Board record pursuant to and in accordance with the "Open Public Records Act"; N.J.S.A. 47:1A-1, *et seq.* and the "Destruction of Public Records Law (1953)"; N.J.S.A. 47:3-8.1, *et seq.* as set forth by the State of New Jersey Municipal Agency Record Retention Schedule promulgated by the Division of Archives and Record Management.


CERTIFICATION

I, **ROBERT M. DONAHUE, SR.**, Clerk of the Board of Fire Commissioners of Fire District No. 5, Township of Howell, County of Monmouth, State of New Jersey, do hereby certify that the foregoing is a true conformed and compared copy of an original Resolution now on file and of record in the District office which was duly adopted at a public meeting held on the 14th day of January, 2025.

I do further certify that the said Board of Fire Commissioners of Fire District No. 5, Township of Howell, County of Monmouth, State of New Jersey, is composed of - 5 - members, and that - - members were present and - - members voted affirmatively for the adoption of the Resolution and - - members voted against the adoption of the Resolution.

The undersigned further certifies that the above Resolution has not been repealed or amended and remains in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of said Board of Fire Commissioners of Fire District No. 5, Township of Howell, County of Monmouth, State of New Jersey, on this 14th day of January, 2025.


ROBERT M. DONAHUE, SR., CLERK
Board of Fire Commissioners
Fire District No. 5
Township of Howell

2025 ADOPTED BUDGET RESOLUTION

Howell Township FD No. 5

FISCAL YEAR: January 1, 2025 to December 31, 2025

WHEREAS, the Annual Budget for the Howell Township FD No. 5 (the 'Fire District') for the fiscal year beginning January 1, 2025 and ending December 31, 2025 has been presented for adoption before the Board of Commissioners of the Fire District at its open public meeting of January 14, 2025; and

WHEREAS, the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the adopted budget is in compliance with the Property Tax Levy Cap Law (N.J.S.A. 40A:4-45.44 et seq.); and


WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$1,343,775.00 which includes amount to be raised by taxation of \$882,577.00, and Total Appropriations of \$1,343,775.00; and

WHEREAS, an election shall be held annually on the third Saturday of February in each established fire district to determine the amount to be raised by taxation for the ensuing year;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District at an open public meeting held on January 14, 2025 that the Annual Budget of the Fire District for the fiscal year beginning January 1, 2025 and ending December 31, 2025 is hereby adopted and, shall constitute appropriations for the purposes stated and authorization of Total Revenues of \$1,343,775.00, which includes amount to be raised by taxation of \$882,577.00, and Total Appropriations of \$1,343,775.00; and

BE IT FURTHER RESOLVED, that the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

BE IT FURTHER RESOLVED, that an annual election shall be held on the third Saturday of February to determine the amount to be raised by taxation for the ensuing year. The results of which shall be subsequently certified to the Division and the Municipal Assessor.


(Secretary's Signature)

1/14/2025
(Date)

Board of Commissioners Recorded Vote

Member	Aye	Nay	Abstain	Absent
Harper	X			
Mannik	X			
Donahue	X			
Harper	X			
Koubek	X			