

**MINUTES**  
**TOMS RIVER FIRE COMMISSIONERS DISTRICT NO. 1**  
**East Dover Fire Company**  
**December 1, 2021**

Commissioner Convery called a regular meeting to order at 7:00 p.m. with a Salute to the Flag. A moment of silence was observed. The following statement was made:

Adequate notice of this meeting has been provided in accordance with the Provisions of the Open Public Meetings Act by notice being posted in the Municipal Building, 33 Washington Street, Toms River; being filed with the municipal clerk and being transmitted to the Asbury Park Press and Star Ledger and to all persons who have requested copies in accordance with statute.

**ROLL CALL**

Autenrieth – present                      Latshaw –present  
Tutela – present                              Minkler-present  
Convery – present

Administrator Kubiell and Attorney Appleby were present.  
Bisceglie present to take minutes

**APPROVING THE MINUTES**

**Motion Autenrieth second Latshaw to approve the November 17, 2021 minutes providing a copy is made available for inspection by the public during this meeting.**

**Ayes – 5      Nays – 0**

**CARRIED**

**REPORTS OF COMMITTEES**

**COMMUNICATION** – No report

**FIRE PREVENTION BUREAU** – No report

**FIRE ACADEMY** - Latshaw stated:

1. Propane pump motor installed and working well
2. Fire Inspector class halfway done
3. Charger for floor sweeper on order
4. In the process of getting a quote for maintenance contract for the floor sweeper
5. Need to continue weekly cleaning
6. Disputing a \$400-dollar labor charge from South Jersey Forklift
7. Inmates to be back the 1<sup>st</sup> of the year.

**INSURANCE**- No report

**POLICE/EMERGENCY MANAGEMENT**- No report

**LEGISLATION** - No report

**TOWNSHIP COUNCIL AND MAYOR** – No report

**VEHICLE REPAIR/NEW APPARATUS** – Minkler stated in the process of working on specs for Ocean Beach new aerial, 2726 is at Downs Ford. Tutela stated they are waiting for final figures for East Dover's boat. Come the new year Ocean Beach's old boat will be going up for sale.

**FIRE OFFICERS ASSOCIATION**- No report

**ADMINISTRATOR KUBIEL REPORT** - Kubiell stated: Truck repair report in the folders for review

**ATTORNEY REPORT** – No report until closed session

## REPORTS OF FIRE OFFICERS

DISTRICT CHIEF SEAMAN – Seaman wished all a Happy Holiday and welcomed the new officers for 2022.

CO. 1 CHIEF VICIDOMINI – Vicidomini wished all a Health and Happy New Year.

CO. 2 ASST. CHIEF O'NEILL –Progress

CO. 3 CHIEF CALVO – No representation

CO.4 CHIEF CATAPANO- Catapano wished all Happy Holidays.

ISLAND HEIGHTS – No report

SEASIDE HEIGHTS – No representation

FIRE OFFICERS ASSOCIATION – No report

REMOVALS FROM THE ROLLS – None

APPLICATIONS FOR MEMBERSHIP- Motion Autenrieth second Tutela to accept

Zachary Lamb Co.2 pending physical.

Ayes – 5      Nays – 0

CARRIED

UNFINISHED BUSINESS - None

## NEW BUSINESS

ADVERTISE PUBLIC HEARING- Motion Tutela second Autenrieth to advertise public hearing on the 2022 budget for January 5, 2022 @ Toms River Fire Company No.2

Ayes – 5      Nays – 0

CARRIED

RESOLUTION INTRODUCING THE 2022 BUDGET - A resolution was presented, Motion Minkler second Autenrieth Introducing the 2022 budget. (See inserted resolution)

### ROLL CALL VOTE

Latshaw-Yes      Tutela- Yes

Autenrieth-Yes      Minkler-Yes

Convery-Yes

CARRIED

RESOLUTION BUDGET TRANSFER- A resolution was presented, Motion Minkler second Autenrieth authorizing transfer of funds relative to the current 2021 budget. (See inserted resolution)

### ROLL CALL VOTE

Latshaw-Yes      Tutela- Yes

Autenrieth-Yes      Minkler-Yes

Convery-Yes

CARRIED

RESOLUTION ACCEPTING VEHICLE FROM DISTRICT NO.2 - A resolution was presented, Motion Tutela second Autenrieth accepting the donation of a 2011 Chevrolet Tahoe from Toms River Board of Fire Commissioners District No.2. (See inserted resolution)

### ROLL CALL VOTE

Latshaw-Yes      Tutela- Yes

Autenrieth-Yes      Minkler-Yes

Convery-Yes

CARRIED

RESOLUTION HIRING CATHERINE BRUSCHETTA - A resolution was presented, Motion Autenrieth second Tutela hiring Catherine Bruschetta as the data entry clerk for Toms River Fire District No.1 Administrative office. (See inserted resolution)

### ROLL CALL VOTE

Latshaw-Yes      Tutela- Yes

Autenrieth-Yes      Minkler-Yes

Convery-Yes

CARRIED

**BILLS**

**Motion Minkler second Autenrieth to approve the bill list for December 1, 2021 (SEE INSERTED LIST)**

**Ayes – 5    Nays – 0**

**CARRIED**

**PARTICIPATION BY THE PUBLIC-** Andy Goresh asked:

1. What is the status of the proposed retention and recruitment the fire officers submitted to the liaisons? Autenrieth stated it will be discussed further in 2022.
2. There was \$130,000 budgeted yet only \$104,000 was spent in the clothing allowance line item. Kubiel responded when budgeting you cannot predict who is going to make a good year. Goresh opinion is that the difference could have been applied towards some of the items requested. Discussion followed with disagreements by Goresh on how the increase this year was disbursed.
3. What is the status of the radio system? Tutela stated in speaking with Motorola the cost is approximately \$3 million dollars for District No. 1 solely for new radios. They must be purchased within two years so the board will have to put away 1.5 million a year for two years. Goresh stated there was a resolution presented at the November 17<sup>th</sup> meeting re: change in the capital appropriation in the amount of \$250,000. Tutela explained those funds were originally set aside to upgrade dispatch console, funds to be used for an antenna at Paul Kimball hospital and the remainder of the funds is to offset the new radios that need to be purchased. Kubiel stated the first of the year no one will have communication with the county so the remainder of the funds will be used for multi band radios to try to have some communication with county. Kubiel stated the District itself is not responsible for the radio project. The \$3 million dollars is for radios only. Discussion continued.

**Motion Tutela second Autenrieth to go into Closed Session @ 7:27 p.m.**

**Ayes – 5    Nays – 0**

**CARRIED**

**Private Executive Session-** *Matters Relating to Litigation, Negotiations and the Attorney-Client Privilege and legal advice:* Any pending or anticipated litigation or contract negotiation in which the public body is, or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is require in order for the attorney to exercise his ethical duties as a lawyer.

1. Anticipated litigation, Piscopo appeal
2. Employee contractual agreements

**Motion Convery second Autenrieth to go back into open session @ 8:23 p.m.**

**Ayes – 5    Nays – 0**

**CARRIED**

**There being no further business, motion Tutela second Autenrieth to close the meeting @ 8:24 p.m.**

**Ayes - 5    Nays -0**

**CARRIED**

Respectfully submitted

*Leonard Minkler, Clerk*

# 2022 FIRE DISTRICT BUDGET RESOLUTION

## Toms River Fire District No. 1

**FISCAL YEAR: January 1, 2022 to December 31, 2022**

WHEREAS, the Annual Budget for the Toms River Fire District No. 1 for the fiscal year beginning January 1, 2022 and ending December 31, 2022 has been presented before the Board of Commissioners of the Fire District at its open public meeting of December 1, 2021 and

WHEREAS, the budget as introduced 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 introduced reflects Total Revenues of \$8,715,045.00, which includes an amount to be raised by taxation of \$6,030,533.59, and Total Appropriations of \$8,715,045.00; and

WHEREAS, the amount to be raised by taxation to support the district budget shall be the amount to be certified to the assessor of the municipality to be assessed against the taxable property in the district, pursuant to N.J.S.A. 40A:14-79. Such amount shall be equal to the amount of the total appropriations set forth in the budget minus the total amount surplus and miscellaneous revenues set forth in the budget; and

WHEREAS, in calculating the amount to be raised by taxation, the Fire District has taken into account the assessed valuation of taxable property in the Fire District;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District, at an open public meeting held on December 1, 2021 that the Annual Budget, including all related schedules, of the Fire District for the fiscal year beginning January 1, 2022 and ending December 31, 2022 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the Fire District's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Fire District will consider the Annual Budget for adoption on January 5, 2022.

  
Leonard Minkler, Clerk

12-1-21  
Date

### Board of Commissioners Recorded Vote

Member	Aye	Nay	Abstain	Absent
Mark Autenrieth	X			
George Convery	X			
Raymond Latshaw	X			
Leonard Minkler	X			
Richard Tutela	X			

**RESOLUTION OF THE TOMS RIVER TOWNSHIP BOARDS OF FIRE  
COMMISSIONERS DISTRICT No.1, COUNTY OF OCEAN, STATE OF NEW  
JERSEY, HIRING CATHERINE BRUSCHETTA  
AS FULL TIME DATA ENTRY CLERK FOR THE TOMS RIVER BOARD OF FIRE  
COMMISSIONERS DISTRICT NO. 1 ADMINISTRATION OFFICE PURSUANT TO  
N.J.S.A. 40A:14-81.1 ET SEQ. AND N.J.S.A. 40A:14-81.2  
December 1, 2021**

**WHEREAS**, N.J.S.A. 40A:14-81.1 provides that paid positions within the fire district may be established and determined by the Commissioners of the Fire District; and,

**WHEREAS**, N.J.S.A. 40A:14-81.1 permits the Commissioners of the Fire District to hire persons, determine the terms, fix the compensation, and prescribe the powers, functions and duties of all paid positions established within said Fire District; and,

**WHEREAS**, N.J.S.A. 40A:14-31.2 outlines specific qualifications for hiring of paid positions within a Fire District; and,

**WHEREAS**, there is a need to hire one (1) Data Entry Clerk for the Toms River Board of Fire Commissioners District No. 1 Administration Office,

**WHEREAS**, the Fire Commissioners for Fire Districts No. 1 have recommended the hire of Catherine Bruschetta to the position of Full Time Data Entry Clerk; and,

**WHEREAS**, the Commissioners of Fire Districts No. 1 have reviewed the qualifications for the Data Entry Clerk position; and

**NOW, THEREFORE, BE IT RESOLVED** by the Toms River Board of Fire Commissioners District No. 1, of Toms River Township as follows:

1. That Catherine Bruschetta be and is hereby hired to the position of Full Time Data Entry Clerk for the Toms River Board of Fire Commissioners District No. 1 Administration Office.
2. The starting salary of \$45,500.00 dollars and said rate and terms and conditions of employment for this position shall be as determined by the Commissioners and as otherwise mandated by New Jersey Statutory law.

3. That all functions and duties of said position are outlined in offer of employment and may be redefined, increased, decreased or eliminated by resolution as the need for such services may arise as determined by the Commissioners of Fire District No. 1.

**CERTIFICATION**

I, Leonard Minkler, Clerk of the Toms River Township Fire Commissioners District No. 1, in the County of Ocean, State of New Jersey, do hereby certify the above to be a true copy of a resolution duly adopted at its meeting held December 1<sup>st</sup> 2021.

  
Leonard Minkler, Clerk

12-1-21  
Date:



RESOLUTION OF THE TOMS RIVER TOWNSHIP BOARD OF COMMISSIONERS, FIRE DISTRICT NO.1, COUNTY OF OCEAN, STATE OF NEW JERSEY, ACCEPTING THE DONATION OF A 2011 CHEVROLET TAHOE, VIN 1GNSK 2E08B R2186 36 FROM TOMS RIVER BOARD OF FIRE COMMISSIONERS DISTRICT NO. 2  
DECEMBER 1, 2021

WHEREAS, the Toms River Board of Fire Commissioners, District No. 2 has determined that it is no longer in need of a 2011 Chevrolet Tahoe, VIN 1GNSK 2E08B R2186 36; and

WHEREAS, the Toms River Board of Fire Commissioners, District No. 2 approved the donation of said vehicle to the Toms River Board of Commissioners District No. 1, as an Assistant Chiefs Vehicle

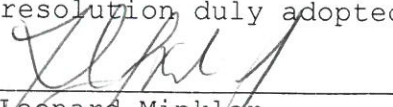
WHEREAS, Toms River Boards of Commissioners District No. 1 desire to accept the donation of the 2011 Chevrolet Tahoe, VIN 1GNSK 2E08B R2186 36, for use as an Assistant Chiefs Vehicle.

NOW, THEREFORE, BE IT RESOLVED, by the Toms River Township Boards of Commissioners District No. 1, County of Ocean, State of New Jersey, as follows:

1. That Toms River Board of Fire Commissioners Fire District No. 1 accept the donation of the 2011 Chevrolet Tahoe, VIN 1GNSK 2E08B R2186 36 for use as an Assistant Chiefs Vehicle.
2. That the Administrator of Fire District No. 1 is authorized to take any actions necessary and execute any documentation required to effectuate the terms of this resolution.
3. That a certified copy of this resolution shall be forwarded to Fire District No. 1 Clerk, Fire District No. 1 Administrator, and Toms River Board of Fire Commissioners, Fire District No. 2.

**CERTIFICATION**

I, Leonard Minkler, Clerk of the Toms River Township Fire Commissioners District No. 1, in the County of Ocean, State of New Jersey, do hereby certify the above to be a true copy of a resolution duly adopted at its meeting held on December 1, 2021.

  
Leonard Minkler  
Clerk, Fire District No.1

12-1-21  
Date:

# RESOLUTION

December 1, 2021

## Authorization of Budget Transfers

**WHEREAS**, it has been necessary for the Commissioners of Fire District No. 1 in the Township of Toms River, County of Ocean, State of New Jersey to undertake certain transfers relative to the current 2021 budget in order to reflect monies expended to date by the Commissioners; and

**WHEREAS**, this resolution shall serve as authorization for said budget transfers as noted herein.

**NOW, THEREFORE, BE IT RESOLVED**, by the Commissioners of Fire District No. 1 in the Township of Toms River, County of Ocean, State of New Jersey as follows:

(1) The following budget transfers are approved by the Commissioners:

	<u>FROM:</u>	<u>TO:</u>
<b>DISTRICT NO. 1</b>		
FRINGE BENEFITS	15,000.00	
ELECTION EXPENSES	9,000.00	
CONFERENCES	2,000.00	
FURNITURE	4,000.00	
OFFICE SUPPLIES	5,000.00	
PROFESSIONAL SERVICES		35,000.00
HOSE & NOZZLES	1,300.00	
SCOTTS		1,300.00
<b>TOTALS</b>	<b>36,300.00</b>	<b>36,300.00</b>
<b>FIRE ACADEMY</b>		
CLOTHING	3,000.00	
MAINTENANCE & REPAIRS		3,000.00
<b>TOTALS</b>	<b>3,000.00</b>	<b>3,000.00</b>
<b>JOINT ADMINISTRATION</b>		
PROFESSIONAL SERVICES	300.00	
LEGAL NOTICES		300.00
<b>TOTALS</b>	<b>300.00</b>	<b>300.00</b>

Respectfully Submitted,

  
Leonard Minkler, Clerk



December 1, 2021  
03:13 PM

TOMS RIVER TOWNSHIP FIRE DISTRICT #1  
2021 Purchase Order Listing By Expenditure Account

Page No: 1

P.O. Type: Contract	Print Perpetual, Revenue, & G/L Accounts: N	Open: N	Void: N	Paid: N
Format: Condensed		Held: N	Aprv: N	Rcvd: Y
Range: 01- -111-05 -001	to 01- -135-01 -810	Bid: Y	State: Y	Other: Y
Rcvd Batch Id Range: First	to Last	Encumbrance Date Range: First	to 12/31/21	Include Non-Budgeted: Y
Prior Year Only: N				
Department Page Break: No	Subtotal CAFR: No	Subtotal Department: No	Subtotal Extd: Yes	

Expend Account	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
Vendor						
01- -112-05 -024	HEALTH BENEFITS/DISABILITY					
U0047	UNITED HEALTHCARE INSURANCE CO	21-01189	12/21 INS. EMPLOYER #25283	343.21	0.00	
U0046	UNITED HEALTHCARE INS. CO.	21-01190	11/21 INS. CUSTOMER #04P2972	149.56	0.00	
H0110	HORIZON BLUE CROSS/BLUE SHIELD	21-01202	12/21 HEALTH	14,837.48	0.00	
H0033	HARTFORD INSURANCE COMPANY	21-01222	12/21 INSURANCE GROUP #680338	420.65	0.00	
				15,750.90		
	Extd Total:			15,750.90		
01- -113-01 -066	AIR CYLINDERS/SCOTTS					
M0090	MES INC.	21-00935	SCOTT BOTTLES	37,536.00	0.00	
	Extd Total:			37,536.00		
01- -113-02 -064	TOOLS & EQUIPMENT					
E0075	ELITE VEHICLE SOLUTIONS	21-00874	#2671 UPGRADE	1,426.20	0.00	
	Extd Total:			1,426.20		
01- -113-03 -064	TOOLS & EQUIPMENT					
V0005	V.E. RALPH & SON	21-00840	EQUIP. CO#3	948.00	0.00	
	Extd Total:			948.00		
01- -114-05 -101	HYDRANT RENTAL					
N0007	N.J. AMERICAN WATER CO.	21-01164	10/21 HYDRANTS	9,058.00	0.00	
S0337	SUEZ WATER T.R.	21-01229	11/21 ACCT#04402764900000	18,939.76	0.00	
				27,997.76		
	Extd Total:			27,997.76		
01- -115-01 -136	RENT/LEASE					
T0135	TOMS RIVER FIRE CO. #1	21-00236	4TH QTR. LEASE 2021	13,651.63	0.00	
	Extd Total:			13,651.63		
01- -115-02 -136	RENT/LEASE					
T0136	TOMS RIVER FIRE CO. #2	21-00240	4TH QTR. LEASE 2021	16,869.58	0.00	
	Extd Total:			16,869.58		
01- -115-03 -136	RENT/LEASE					
O0010	OCEAN BEACH FIRE CO. #3	21-00244	4TH QTR. LEASE 2021	11,384.75	0.00	
	Extd Total:			11,384.75		

Expend Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
01- -115-04 -136 E0024	RENT/LEASE EAST DOVER FIRE CO. #4	21-00248	4TH QTR. LEASE 2021	10,866.91	0.00	
	Extd Total:			10,866.91		
01- -118-05 -241 S0070	FIRE PROTECTION CONTRACTS - S.S. SEASIDE HEIGHTS FIRE CO.	21-00256	4TH QTR 2021 CONTRACT	8,500.00	0.00	
01- -118-05 -242 I0170	FIRE PROTECTION CONTRACT - I.H. ISLAND HEIGHTS FIRE CO.	21-00252	4TH QTR 2021 CONTRACT	8,670.00	0.00	
	Extd Total:			17,170.00		
01- -119-01 -274 M0080	PHYSICALS MERIDIAN OCCUPATIONAL HEALTH	21-01191	PHYSICALS CO#2	4,175.00	0.00	
	Extd Total:			4,175.00		
01- -119-05 -272 R0127	LEGAL ROTHSTEIN, MANDELL, STROHM,	21-01224	PROFESSIONAL SERVICES	14,367.50	0.00	
	Extd Total:			14,367.50		
01- -122-05 -386 H0020	CONFERENCES HALLIWELL, DAWN	21-01240	PETTY CASH	100.00	0.00	
	Extd Total:			100.00		
01- -123-05 -416 B0012	DUES/SUBSCRIPTIONS BANK OF AMERICA	21-01230	PROCUREMENT CARD PURCHASES	19.00	0.00	
	Extd Total:			19.00		
01- -126-01 -529 T0175	FUEL TOWNSHIP OF TOMS RIVER	21-01207	11 & 12/21 FUEL DIST#1	1,053.36	0.00	
01- -126-01 -531 N0215	SUPPLIES NORWOOD AUTO PARTS	21-01228	SUPPLIES CO#3	12.11	0.00	
	Extd Total:			1,065.47		
01- -127-01 -567 F0171 O0207 V0010	COMMUNICATIONS 4X TECHNOLOGIES, LLC OPTIMUM VERIZON WIRELESS	21-01195 21-01221 21-01226	11/21 SERVICES DIST#1 11/21 ACCT#07867-114249-01-2 ACCT#320580493-00001	407.80 156.67 760.62	0.00 0.00 0.00	
				<u>1,325.09</u>		
	Extd Total:			1,325.09		
01- -127-05 -567 F0171 C0149	COMMUNICATIONS/UTILITIES 4X TECHNOLOGIES, LLC COMCAST CABLE	21-01195 21-01217	11/21 SERVICES DIST#1 ACCT#8499 05 194 0622198	234.99 285.27	0.00 0.00	

Expend Account Vendor	Description	P.O. Id	P.O. Description	Amount	Void Amount	PO Type
01- -127-05 -567 V0010 VERIZON WIRELESS	COMMUNICATIONS/UTILITIES	21-01226	Continued ACCT#320580493-00001	38.01 558.27	0.00	
	Extd Total:			558.27		
01- -128-01 -606 E0069 ELECTRONIC MEASUREMENT LAB INC	OFFICE SUPPLIES/SHIPPING	21-01198	EXTINGUISHER CO#2	22.49	0.00	
	Extd Total:			22.49		
01- -129-01 -647 E0075 ELITE VEHICLE SOLUTIONS	REFURBISHING	21-00874	#2671 UPGRADE	340.00	0.00	
01- -129-01 -648 J0014 J & R PRO AUTOMOTIVE E0004 E.R.S. FLEET REPAIR, INC.	VEHICLE REPAIR	21-01232	2700, 2800 21-01236 2561,2624,31,71,2705	978.20 6,102.47 7,080.67	0.00 0.00	
01- -129-01 -653 E0069 ELECTRONIC MEASUREMENT LAB INC	EXTINGUISHER REFILL/REPAIR	21-01198	EXTINGUISHER CO#2	139.00	0.00	
	Extd Total:			7,559.67		
01- -129-10 -655 T0165 TOMS RIVER M.U.A.	MAINTENANCE	21-01205	I/T SERVICES	1,171.18	0.00	
	Extd Total:			1,171.18		
01- -130-05 -290 K0103 KRONOS, INC. P0070 PAYCHEX INC.	PAYROLL SERVICES	21-01184	WORKFORCE 10/21 INV#11837941 21-01235 11/21 PAYROLL	282.74 577.20 859.94	0.00 0.00	
	Extd Total:			859.94		
	Fund Total:			184,825.34		
Total Charged Lines: 60 Total List Amount: 184,825.34 Total Void Amount: 0.00						

**FUNDS RECEIVED AND DEPOSITED**

<b><u>FROM:</u></b>	<b><u>CK#:</u></b>	<b><u>FOR:</u></b>	<b><u>AMOUNT:</u></b>
Howell Fire Dist#1	4118	Fire Academy fees	575.00
Brick Fire Dist#1	23373	Fire Academy fees	800.00
City of Gloucester	27763	Fire Academy fees	150.00
Bureau of Fire Prevention	269	Bureau Revenue 10/21	64,327.10
Bureau of Fire Prevention	271	Penalties 2021	5,984.00
Ramtown Fire Dist#4	14929	Fire Academy fees	150.00
Lakewood Fire Dist#1	21841	Fire Academy fees	925.00
Bayville Fire Co.1	7067	Fire Academy fees	150.00
Toms River Fire Dist#2	1217	Joint bills 11/21	76,447.13
Brick Fire Dist#2	7932	Fire Academy fees	850.00