

## **January 2, 2025 Meeting of the Board of Fire Commissioners**

### **District #3 in the Township of Hanover**

### **County of Morris, Cedar Knolls, New Jersey**

The meeting was called to order at 7:00 p.m. on January 2, 2025 in accordance with the Public Meeting Act of 1975, Chapter 231. The Board observed a moment of silence for all those who have given their lives in service of their communities and nation.

**ATTENDANCE:** Commissioners Steven Cornine, Mary Lou DeSimone, Michael Dugan Jr., Michael Dugan Sr. and Gary Keyser were present.

Administrator Schultz, Deputy Administrator Hark Jr., Lt. Belott, FF Colin, FF Martin, FF Ujfalussy, EMT Kelly, and EMT Waldron were also in attendance.

**PUBLIC PARTICIPATION:** None.

**CORRESPONDENCE:** None.

#### **APPROVAL OF PREVIOUS MINUTES:**

**The minutes from the November 21, 2024 Executive Session were reviewed.**

**Amendments to the Previous Minutes: None.**

**Commissioner Dugan Jr. made a motion to approve the minutes from the November 21, 2024 Executive Session, seconded by Commissioner Dugan Sr. All were in favor.**

**REPORT OF THE TREASURER:** Commissioner Dugan Sr. distributed the preliminary December financials which indicate that the District exceeded the budget this year. Commissioner Dugan Sr. noted that the budget overage is about the same number as the defeated referendum. Commissioner Dugan Sr. reported that the bank balance is \$10,000 less than on the balance sheet report because additional bills were paid today that are not reflected in the report. Commissioner Dugan Sr. reported that the Board has a resolution tonight authorizing a temporary 2025 budget until the election.

#### **Report of Fire Commissioner Board Committees and Chief of Department:**

**MONTHLY REPORTS:** Commissioner Cornine asked if anyone had questions on the reports submitted by the lieutenants. Deputy Administrator Hark Jr. noted that Lt. Sulpy is still working on his report. There were no questions.

**EMS:** Nothing to report.

**BUDGET:** Commissioner Dugan Sr. reported that the 2025 Budget Public Hearing will be held on January 16, 2025 at 6 P.M. Commissioner Dugan Sr. asked for clarification that the Board understood and was in support of the 2025 Budget so that no misinformation was disseminated. Commissioner Cornine reported that he saw no issues with the 2025 budget.

**PERSONNEL:** Commissioner DeSimone reported that the Board would need an Executive Session tonight.

**NEGOTIATIONS:** Nothing to report.

**LIAISON TO THE VOLUNTEERS:** Commissioner Dugan Jr. reported that there will be a meeting on January 13, 2025.

**BUILDINGS AND GROUNDS:** Commissioner Dugan Jr. reported that there is a leak in the 3<sup>rd</sup> floor bathroom sink that needs to be fixed and the water has been turned off to the sink.

Commissioner Keyser reported that the old ladder truck bay has a motor in the ceiling that is making a lot of noise.

**APPARATUS/EQUIPMENT AND MAINTENANCE:** Commissioner Dugan Jr. reported that the repair work on Ambulance 32 is ongoing and that Engine 34 still has an air leak.

**INSURANCE:** Commissioner Dugan Sr. reported that the District is all paid up on insurance premiums.

**BY-LAWS:** Nothing to report.

**WEBSITE:** Up to date.

**PLANNING COMMITTEE:** Commissioner Dugan Sr. reported that there have not been any meetings recently but they will try to schedule one for next week.

**LIASON TO EXEMPTS:** Nothing to report.

**RECORDS RETENTION:** Nothing to report.

**LIAISON TO HANOVER TOWNSHIP COMMITTEE:** Commissioner Keyser reported that the Township Reorganization Meeting is tonight so the new Liaison should be named tonight.

**OLD BUSINESS:** Commissioner Keyser reported that the Board approved an outside firm to send informational mailers out about the 2025 Budget and asked

what the status on the mailer was. Commissioner Dugan Sr. reported that the District received a draft mailer today and asked Deputy Administrator Hark Jr. to distribute copies to the Board. Commissioner Dugan Sr. reported that if the Board approves the draft then the mailers can be printed and sent out. Commissioner Keyser felt that things like this should be handed out prior to the meeting to allow for sufficient review time. Deputy Administrator Hark Jr. reported that there were still changes being made today. Commissioner Dugan Sr. reported that everyone is working as fast as they can and the Board can continue with the meeting and come back to this item to allow each Board member time to review the mailer. Commissioner Cornine reported that he recently read an article in the NJ Municipalities Handbook about a fire district that had its budget voted down 4 years in a row and hired this firm to get their budget information out. Commissioner Cornine reported that the budget subsequently passed which highlights how important it is to get accurate information out to the voters. Commissioner Cornine noted that it looks like this firm has a good track record.

Commissioner Cornine asked if there was any other Old Business. There was none.

**NEW BUSINESS:** Commissioner Dugan Sr. reported that the District has a rental contract with the Post Office for the parking lot that the District owns that technically expired in 2009 and he asked what the Board would like to do about it. Commissioner DeSimone asked what the Post Office was currently paying the District. Commissioner Dugan Sr. reported that the annual rent was \$6500. Commissioner Cornine felt it was time to reach out and start contract negotiations. Commissioner Dugan Sr. reported that he has also looked into selling the lot and a relator said she would look into it and get back to him. Commissioner Dugan Sr. reported that the relator tried to do some comparisons as far as rental of the lot to see if there was anything but she could not find anything like that out there to compare it to. Commissioner Dugan Sr. reported that the relator did say that the rent should go up but if the District does decide to sell the lot we should reach out to the owners of the property that the Post Office is on to see if they are interested in buying it. Commissioner Dugan Sr. noted that in Hanover Township you need to have 10,500 square feet to build and our lot is 8700 square feet so would require a variance to be built on. Commissioner DeSimone reported that the Post Office does regularly use the lot for parking and felt the Post Office would probably close without the additional parking. Commissioner Dugan Sr. reported that he just wanted the Board to be

aware that he is looking into different options and hopefully he will have more information for the next meeting. Commissioner Dugan Sr. asked for suggestions about what to raise the rent to if we keep the property. Commissioner DeSimone felt that it would be too drastic an increase if the District tried to recoup all the past increases at once. Commissioner Cornine felt that the District should reach out to whoever signed the existing contract and start negotiations and see how it goes from there.

Commissioner Dugan Sr. commended FF Colin and FF Martin for the job they did at a fire they arrived to first the other night. Commissioner Dugan Sr. reported that the firefighters did a great job getting hoses drawn, dealing with the residents and representing the District.

Commissioner Dugan Sr. thanked the Fire Co. members that participated in the Santa Run for keeping up the good relationship with the Township residents. Commissioner Dugan Sr. thanked that Ms. Terri Baird for her efforts in arranging the Fire Co. to go to visit the children at the Red Carpet Inn.

Commissioner Cornine asked if there was any other New Business. There was none.

#### **REMINDERS:**

The Public Hearing on the 2025 Budget will be held on Thursday, January 16, 2025 at 6:00 P.M.

The next Regular Meeting of the Board of Fire Commissioners will be held on Thursday, January 16, 2025 at 7:00 P.M.

A Special Joint Fire Prevention Board Meeting will be held on Tuesday, January 21, 2025 at 7:00 P.M. at the District 3 Firehouse.

**PUBLIC PARTICIPATION:** None.

#### **RESOLUTIONS:**

**Commissioner DeSimone read Resolution 25-01-02-01 authorizing a temporary 2025 Budget. Commissioner Keyser made a motion to introduce the resolution, seconded by Commissioner Dugan Jr. All were in favor.**

**Commissioner DeSimone read Resolution 25-01-02-02 authorizing the donation of certain surplus Personal Protective Equipment. Commissioner Dugan Sr. made a motion to introduce the resolution, seconded by Commissioner Dugan Jr. All were in favor.**

**EXECUTIVE SESSION: Commissioner DeSimone read Resolution 25-01-02-03 to enter into executive session. Commissioner Keyser made a motion to introduce the resolution, seconded by Commissioner Dugan Sr. All were in favor.**

**The Board went into closed session at 7:22 p.m.**

Personnel matters were discussed, and action will be taken.

**The Board came out of closed session at 7:49 p.m.**

Commissioner Dugan Sr. reported that the Board approved the 2025 Budget mailer with the adjustments that were agreed upon.

**ADJOURN: A motion was made by Commissioner Dugan Jr., seconded by Commissioner Dugan Sr., to adjourn the meeting. All were in favor.**

The meeting was adjourned at 7:50 p.m.

Respectfully submitted by

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Mary Lou DeSimone, Secretary