

**May 19, 2016**

**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 May 19, 2016 in accordance with the Open Public Meeting Act of 1975 Chapter, 231.

**ATTENDANCE:** Commissioners Peter DeNigris, Maria Florio, Robert Callas, and Thomas Quirk were present.

**ABSENT:** Commissioner Michael Dugan

Also in attendance was Chief Chad DiGiorgio, Administrator Jim Schultz and Committeeman George Coppola.

**PUBLIC PARTICIPATION:** Shirley Bergen, 1 Handzel Road, Whippany, questioned the purpose of putting a camera in the dayroom. She presented the Commissioners a letter outlining her objections. In summary the Commissioners assured her the camera was placed in the dayroom in order to be proactive; not due to any lack of trust but rather for insurances purposes and liability issues. The only reason a camera would be monitored would be in the event of an incident.

Mrs. Bergen also made a suggestion that the attire for the Memorial Day parade not include jackets.

**CORRESPONDENCE:** Commissioner Dugan advised Commissioner Quirk that he received a letter from Capt. Waldron, Deputy OEM Director, accepting Unit 30 on behalf of the Township with the understanding there will be a Memorandum of Agreement. The letter is on file.

**APPROVAL OF PREVIOUS MINUTES:** Commissioner Florio made a motion, seconded by Commissioner DeNigris to approve the minutes of the April 21, 2016 meeting, all approved.

**Commissioner Florio made a motion, seconded by Commissioner Callas to approve the minutes of the May 5, 2016 meeting, all approved.**

**REPORT FROM THE TREASURER:** Commissioner DeNigris brought to the attention of the Board a check payable to the landscaper for services provided in 2014 and 2015. There was concern about this recurrent practice of submitting bills after December 31 of the current year as it not only creates bookkeeping issues but is in violation of the contract. There was further discussion about the best way to handle the problem. **ACTION ITEM: The check to the landscaper will be given to Administrator Schultz who will send it to the landscaping company along with a terse letter and a copy of the contract advising him this practice will no longer be permissible.**

## **REPORT FROM THE CHIEF AND BOARD COMMITTEES:**

- Chief DiGiorgio's Bi-Monthly report was distributed to the Commissioners. There were no questions.
- **EMS:** There was no report.
- **BUDGET:** Commissioner DeNigris reported the noted deficit is due to the fact that they have not yet received the tax check from the Township.

Moving forward Chief DiGiorgio is the only one who can approve overtime. The concern over the increase in overtime was noted at the May 5<sup>th</sup> meeting.

Administrator Schultz noted the Budget Audit is not yet done because the State has changed their regulations and accordingly extended their deadline for filing.

- **LIAISON TO VOLUNTEERS:** Commissioner Quirk addressed the room renovations that have been under consideration, and although it might be needed for a more updated look he feels this may not be the time to undertake the project. Commissioner DeNigris agreed, and all were in favor.
- **APPARATUS/EQUIPMENT MAINTENANCE:** Apparatus 34 is at Fire and Safety for repair and will be back on Monday.

Ambulance 38 experienced another engine power issue and was brought to Mid-Atlantic for repair. It has been fixed and was returned today.

Commissioner Quirk stressed the need to put plans into place for budgeting of new equipment and suggested a Committee be formed to address these concerns.

- **INSURANCE:** Commissioner DeNigris reported the \$400.00 owed Oxford has been paid.
- **MEMORIAL DAY:** Commissioner DeNigris reported that the contract for the caterer has been signed and they have received a deposit. Beverages will be donated by the 2<sup>nd</sup> Floor.
- Commissioner Quirk has reached out to several people about finding a bagpiper to play on Memorial Day, but does not yet have a confirmation. He noted that previously Mr. McDermott donated his services. However now that McDermott has moved and is no longer available the Board should expect to pay the going rate of \$150.00 for a bagpiper.
- **WEBSITE:** Administrator Schultz noted he is having some issues and will be reaching out for support. Administrator Schultz and Commissioner Florio would like to update the pictures on the website.

**OLD BUSINESS:** Administrator Schultz told the Commission he delivered documents along with plans and specifications to Bondex. They now have everything they requested.

Publication for bids on the front ramp improvements will be published on Monday. Bid openings are scheduled on June 3<sup>rd</sup>.

Administrator Schultz gave the Board copies of his draft for a smoking cessation program and asked the Commissioners to review for discussion at the next meeting.

The installation of a camera in the dayroom was approved last month and the beginning stages of installation have started.

Administrator Schultz noted there will be a Resolution at the June 2<sup>nd</sup> meeting for the transfer of Unit 30 including a letter of Release of Liability and the Right of First Refusal.

Administrator Schultz noted the great job Mr. Brian Foran and his staff did on the parking lot and digging up the front apron. **Action Item: Administrator Schultz will send a letter to Mr. Foran thanking him on behalf of the Board.**

**NEW BUSINESS:** Administrator Schultz reported his findings on Minutes retention. It is required that minutes are held for 80 days after they are adopted.

A motion was made by Commissioner Callas, seconded by Commissioner Quirk to purchase a laptop for the use of the Recording Secretary for the purpose of transcribing minutes. All approved.

Commissioner Florio told the Board she had the opportunity to go to the Awards Meeting for the Eagle Scouts and noted how appreciative the Scout Leader was for the Resolutions presented to the Scouts.

Commissioner Quirk reported the Memorial Day Inspection Dinner will be held on Friday, May 27<sup>th</sup> beginning at 6:30 p.m. **Action Item: Commissioner Quirk will follow up with the Chief to see what time the Commissioners should arrive.**

The next Regular Meeting will be Thursday, June 2, 2016 at 7:00 p.m.

**RESOLUTIONS:**

Commissioner Callas read **Resolution 16-05-19-68** authorizing advertisement for bids for the Cedar Knolls Fire Station ramp improvements. **A motion was made by Commissioner Callas, seconded by Commissioner Florio to accept the motion, all in favor.**

Commissioner Callas read **Resolution 16-05-69** recognizing Anthony Quaresimo for 50 years of service to Hanover Township Fire District 3. **A motion was made by Commissioner Quirk, seconded by Commissioner Callas to accept the motion, all in favor.**

**Commissioner Callas read Resolution 16-05-19-70 authorizing the Closing of the Regular Meeting Pursuant to Open Public Meeting Act to discuss Personnel matters.**

The Board went into Closed Session to discuss Personnel Matters at 8:30 p.m. and adjourned Closed Session at 9:10 p.m.

Respectfully submitted by,

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Robert Callas, Secretary