

March 13, 2025

The Chairman announced that as required by The Open Meetings Act, adequate notice of this meeting has been provided which notice specified time and place of meeting. The notice was posted on the bulletin board at the Fire House, Post Office, Library, the Court House, mailed to the Daily Record, and placed on file at the Township Clerk's Office and on the public notice website for the Montville BOFC District1

Call to Order

Minutes of the meeting of the Board of Fire Commissioners of District # 1, Montville Township, held at the Firehouse 86 River Road, Montville, N.J. Meeting was called to order at 7:01 P.M. by Chairman Lewis, who presided. Chairman Lewis pointed out the Fire Exits.

Roll Call

Those present were Commissioners Carl Lewis, Robert Cook, Don Crownover and Anthony Luciano; Chief Carol DaCosta; Fire Official Michael Cowley and Denise Phostole District Clerk.

Minutes

The minutes of the meeting for February were read and accepted as read. Motion to accept made by Commissioner Luciano; seconded by Commissioner Crownover and carried.

Public Comment

None

Financial Report

In the absence of the Treasurer Commissioner Lewis read the financial report and presented the bills for payment; the vouchers were reviewed by the commissioners and paid as follows on a motion made by Commissioner Luciano, seconded by Commissioner Crownover, and carried:

Disbursements March 2025	
Administration	\$ 3,591.08
CAP Appropriation Apparatus	\$ 31,801.47
M&R	\$ 13,514.71
Insurance	\$ 3,587.02
Supplies	\$ 956.73
Purchases	\$ 784.00
Training	\$ 625.00
Benefits - Workers Comp	\$ 2,004.50
Utilities	\$ 6,823.92
UFSA	\$ 2,578.21
Total Disbursements:	\$ 66,266.64

Commissioner Lewis reported that \$56,000.00 was transferred from ION Savings to ION Checking to cover bills for the month of March. The first half tax levy check is due in April approximately \$308,000.00. The commissioners reviewed the budget line items. Motion to accept financial report was made by Commissioner Luciano, seconded by Commissioner Crownover, and carried.

Chief's Report

The Chief reported that there were 8 fire calls for the month of February, bringing the year-to-date fire calls to 35, and the total year-to-date activities to 63. The Chief reported that they

had a garage training class /beefsteak in Bloomingdale for those who signed up. There will be bowling on Sundays for the month of March. March 20th is the NEMA meeting in Butler and March 24th is the Bloodborne Pathogens at 7:00 PM at the Pine Brook Fire Department. There is a drill scheduled for April 22nd on reading meters. Pine Brook has updated their run cards and if they go to a second alarm for a structure fire Montville will go to the scene. Commissioners asked if there was any resolution to the moving of the abandoned vehicle at station one. Chief to check into this. Chief requested the removal of probationary member Tyler Marzet; on a motion made by Commissioner Crownover and seconded by Commissioner Luciano and passed unanimously the Commissioners approved the request following the guidelines as stated in the by-laws of the department. Motion to accept the Chief's report was made by Commissioner Crownover; seconded by Commissioner Cook and carried.

Fire Official's Report

Fire Official Cowley said that there were 7 home inspections in February and 27 inspections of LHUs and registrations. Second round of invoices sent for past due registration payments. New Fire Inspector Sal Farhan has started training. Fire alarm issues that were on going at the youth center have been resolved. Fire Official requested a garage door opener and a gas card for the new car. Thanked the Commissioners for approving the purchase of the car. Fire Official Cowley has resigned his job in Hackensack and will be spending more time in Montville. The credit card acceptance for the department is being finalized. Need to order an iPad as well as follow up on the air card for the tablet. Need to add Knox access for Fire Inspector Farhan. Motion to accept the Fire Officials report was made by Commissioner Luciano; seconded by Commissioner Cook and carried.

Correspondence

- Received invoice from Knox Connect regarding overdue bill. Apparently, they were behind in their billing and we owed for several years.
- Received invoices from First Due; Gen Serve; Olympic Glove; Verizon; NJ Fire Equipment and multiple invoices from ALM.
- Received multiple emails from the County of Morris Board of Elections regarding the list of eligible voters, the list of mail ballots sent, the results of the mail in ballots and the timely mail in ballots.
- Received the engagement letters from Lerch, Vinci and Bliss
- Received an email with the insurance card for the 2025 Ford Escape stating insured as of 2/25/25.
- Sent an email for Fire Prevention to Dino George for the purchase of and iPad and adding another email address for Fire Prevention.
- Responded to the email from Enforsys stating we no longer required them.
- Received email from the town that the gas pump was out of order
- Ordered and received the 2018 NJ Code Book from ICC – needed to make an account in my name and was notified that they can't mail to a PO Box – book was sent to my home.
- Sent current roster of commissioners to Township Clerk as requested.

- Received a request from Pine Brook to arrange a meeting per the request of Chief Caggiano Montville PD to discuss updates to the radio situation.

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Old Business

Commissioners reviewed the Project Status report.

New Business

The meeting was turned over to the District Clerk for the purpose of starting the annual elections of the Board and appointments. The reorganization meeting then proceeded. On the request for nominations for Chairman of the Board, motion to nominate Carl Lewis was made by Commissioner Crownover and seconded by Commissioner Luciano and carried. The meeting was turned over to Commissioner Lewis who requested nominations for Vice Chairman. A motion was made by Commissioner Luciano, seconded by Commissioner Crownover to elect Commissioner Cook. All in favor.

Motions were duly made, seconded, and carried in connection with the following:

Treasurer of the BOFC District 1	Michael Caggiano
District Clerk	Denise Phostole
Auditor	LVH LLC. Lynch, Vinci and Higgins
Lawyer	Anthony Bucco (JMHW.A.P.C)
Fire Official	Mike Cowley
Payroll Company	ADP
Newspapers	Daily Record, Citizen
Insurance	Holmes and McDowell

The following appointments were made:

Department Buildings and Grounds	Commissioners Cook and Crownover
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Service contractors:

Alarm systems	Be Safe Security
Landscaping	Wick Services Inc.
Radios	Northeast communications
Custodians	M.O. Cleaning Services
Generators	Gen Serv, Kraft Power
Plowing	ALM
Pest Control	Western Pest
Truck M&R	NJEV, Nationwide, Fire & Safety Services

Adjournment

The motion to adjourn the meeting was made by Commissioner Cook, seconded by Commissioner Crownover and carried. The meeting was adjourned by Commissioner Lewis at 9:40 P.M.

Respectfully Submitted

Denise Phostole
District 1 Clerk Montville Township BOFC District One

Montville Township Fire District No. 1
Montville N.J. 07045

RESOLUTION SETTING RETROACTIVE RATE OF PAY FOR FIRE OFFICIAL
MONTVILLE FIRE PREVENTION BUREAU, DISTRICT 1

WHEREAS, the Board of Fire Commissioners sets the rates of compensation for employees not covered by Collective Bargaining Agreements, and

WHEREAS, funds exist to compensate these employees as the Board has directed herein.

NOW THEREFORE BE IT RESOLVED by the Montville Board of Fire Commissioner, District 1, County of Morris, State of New Jersey, that the following hourly rates of pay shall be implemented retroactive to January 1, 2025:

Fire Official \$35.00 per hour

I Denise T. Phostole, District Clerk to the Commissioners of Montville Fire District No. 1, hereby certify that this is a true copy of the Resolution Adopted by the Commissioners of Fire District No. 1 at the meeting held March 13, 2025.

Denise T. Phostole
District 1 Clerk
Montville Township BOFC District 1

Commissioner	YES	NO	ABSTAIN	ABSENT
Carl Lewis	X			
Michael Caggiano				X
Robert Cook	X			
Donald Crownover	X			
Anthony Luciano	X			

MONTVILLE BOARD OF FIRE COMMISSIONERS
DISTRICT 1 MONTVILLE TOWNSHIP NJ

A RESOLUTION OF THE MONTVILLE BOARD OF FIRE COMMISSIONERS, DISTRICT ONE,
MONTVILLE, NJ 07045 DESIGNATING THE OFFICIAL/DEPOSITORIES AND AUTHORIZED
SIGNATURES

WHEREAS, N.J.S.A. 40A:5-14 mandates that the governing body of a governmental unit shall, by resolution passed by a majority vote of full membership thereof, designate as a depository for its monies, a bank or trust company having its business in the State of New Jersey and organized under the laws of the United States or this State.

NOW THEREFORE BE IT RESOLVED by the Montville Board of Fire Commissioners, District 1, Township of Montville, County of Morris, State of New Jersey, that the following institutions are hereby designated as depositories of the Montville Board of Fire Commissioners, District 1:

Blue Foundry Bank
ION Bank
Provident Bank
Columbia Bank

NOW THEREFORE BE IT FURTHER RESOLVED that the authorized signatures for depositories for March 2025 through March 2026 are as follows:

- Carl Lewis Chairman
- Robert Cook Vice Chairman
- Michael Caggiano Treasurer
- Donald Crownover Commissioner
- Anthony Luciano Commissioner

I CERTIFY the foregoing to be a true and accurate copy of a Resolution adopted by the Montville Board of Fire Commissioners, District 1, Montville Township, NJ 07045 at their reorganization meeting held on March 13, 2025.

ADOPTED: 3/13/2025

ATTEST:

Denise Phostole, District Clerk