BOARD OF FIRE COMMISSIONERS
TOWNSHIP OF HILLSBOROUGH

48 EAST MOUNTAIN ROAD
HILLSBOROUGH, NJ 08844
Firesafety@htfd.us

REGULAR MEETING

SEPTEMBER 8, 2026

The Board of Fire Commissioners of Hillsborough Township, County of Somerset, New Jersey convened in a Regular Session on Tuesday, September 8, 2026 at 8:01 p.m. In the Conference Room at the Hillsborough Fire District Headquarters on 48 East Mountain Road. Commissioner Chairman John Lazorchak called the meeting to order.

Following the Pledge of Allegiance to the Flag, a call of the roll indicated that:

Board members present were:

Commissioner John Lazorchak
Commissioner Jeffrey Mitchell
Commissioner Marian Fenwick-Shaffer
Commissioner Nick Patullo
Commissioner Bill Woodruff

Absent: None.

Fire Safety Staff present:

District Fire Chief Ryan Giordano
Deputy Fire Chief John Yanko
Deputy Fire Chief Dave Foelsch
Career Staff Firefighter Kevin Jerzewski

Absent: None.

Fire Chiefs/Deputy Chiefs present were:

Chief Vince Patti - Station 37
Chief Matt Hand – Station 38
Chief David Gwin - Station 48

Absent: Chief Mike Guzy - Station 36

District Officers/Members present were:

Deputy Chief Rob Gildea – Station 37

Lieutenant Tom Lynch – Station 38

Public present were:

None.

In accordance with the state of NJ "Sunshine Law" adequate notice of this meeting was provided by mailing notification to the Hillsborough Beacon and Courier News. Notice was also delivered to the Township Clerk and posted on the Municipal Building Bulletin Board.

APPROVAL OF MINUTES

A motion was made by Commissioner Patullo, seconded by Commissioner Woodruff the Regular Meeting minutes of August 11, 2026. Roll call vote: All approved.

A motion was made by Commissioner Woodruff, seconded by Commissioner Patullo to approve the Work Meeting minutes of September 3, 2026. Roll call vote: All approved.

CORRESPONDENCE

Commissioner Lazorchak read the list of incoming correspondence consisting of:

- **Treasurer's Report**.
- **Claim's List**.
- **Monthly Fire Reports**:(*On file in the Fire Safety Office*).
- **Fire Safety Reports**:
    - District Fire Chief Ryan Giordano's Report.
        - Fire Reports.
        - Resolutions.
        - Out-of-Service Schedule (*Attachment*).
- **Chief's Reports**:
    - Chief Mike Guzy – Station 36 – Absent.
    - Chief Vince Patti – Station 37
    - Chief Matt Hand – Station 38
    - Chief David Gwin – Station 48
        - Apparatus & Maintenance Report.
        - Past Drills.
        - Upcoming Drills.

- Company Correspondence.
- Company Events.

- **Commissioner's Reports**:

  - Chairman – Commissioner John Lazorchak:
    - Audit.
    - Budget.
    - Contracts.
    - New Apparatus.
    - Personnel.
    - Other Correspondence.

  - Vice-Chairman/Treasurer – Commissioner Jeffery Mitchell:
    - Bills with Vouchers.
    - Budget.
    - Other Correspondence.

  - Assistant Treasurer – Commissioner Bill Woodruff:
    - Bills with Vouchers.
    - Budget.
    - LOSAP / Top 10 Responders.
    - Recruitment & Retention.
    - Other Correspondence.

  - Secretary – Commissioner Marian Fenwick-Shaffer:
    - Insurance.
    - Physicals & Fit Tests.
    - Other Correspondence.

  - Safety Officer – Commissioner Nick Patullo:
    - Accidents & Injuries.
    - New Apparatus / Specifications.
    - OEM.
    - PEOSHA.
    - Other Correspondence.

TREASURER'S REPORT

SEPTEMBER 2026

Checking Account Balance:	$ 69,527.83	8/31/26 Statement
Savings Account Balance:	$ 1,919,212.41	8/31/26 Statement
Payroll Account Balance:	$ 6,239.12	8/31/26 Statement
Capital Expense Account Balance:	$ 1,046,284.04	8/31/26 Statement

Total of all Accounts:	$ 3,041,263.40
Expenditures for September 2026	$ 210,195.96
	$ 2,831,067.44
Amount to be transferred to Checking Account from Savings Account:	$ 210,000.00
Amount to be transferred to Capital Account from Savings Account:	$ 1,100,000.00

Informational Purposes:

Total that was transferred 8/25/26 from Savings To Payroll for 8/28/26 Payroll was:	$ 66,204.96
Total that was transferred 8/10/26 from Savings To Payroll for 8/15/26 Payroll was:	$ 61,746.21

***Note:** the amount for LOSAP at 12/31/25 in Savings is: $ 396,345.85

3/10/2026	$ (131,669.00)	
3/31/2026	$ 2,159.00	Returned
5/12/2026	$ (2,159.00)	
5/12/2026	$ (12,954.00)	

A motion was made by Commissioner Woodruff, seconded by Commissioner Patullo to approve the Treasurer's Report. Roll call vote: All approved.

APPROVAL TO PAY CLAIMS LIST 2026-09

Date	Num	Name	Memo	Amount
09/08/2026	31412	Primepoint LLC	26-498 26-445 Inv 722873 July Payroll services	-566.50
09/08/2026	31413	Access Compliance LLC	26-499 Inv #40403	-360.00
09/08/2026	31414	Allegro Refreshments	26-500 Inv 40445 40271	-34.38
09/08/2026	31415	AT&T Mobility	26-501 Inv 287318756757x08042026	-1,377.30
09/08/2026	31416	CENTRAL JERSEY NURSERIES	26-502 Inv 205455	-583.89
09/08/2026	31417	SOMERSET COUNTY VEHICLE MAINTENANCE	26-503 Inv 365 Fuel for July	-113.36
09/08/2026	31418	COMCAST	26-504 Acct 2499 05 280 0557003 July and August	-582.48
09/08/2026	31419	Dave's Suburban Disposal Svs LLC	26-505 Inv 10748493 August	-166.06

09/08/2026	31420	FIRE-DEX, GW LLC	26-506 Inv 15-18870 15-18887	-932.75
09/08/2026	31421	FLEMINGTON DEPT STORE	26-507 Inv 82654	-185.90
09/08/2026	31422	Mariel Gulla	26-508 7/14 Hazwoper Osha Order 79783 7/13 Access Rescue Inv 000266	-105.36
09/08/2026	31423	Hummel Printing Inc.	26-509 Inv 68197	-42.50
09/08/2026	31424	HUNTERDON COUNTY ESTC	26-510 Inv #26000724	-360.00
09/08/2026	31425	Hillsborough Vol. Fire Co. #2	26-511 Dunkin 8/8 Mariannas 8/8	-240.54
09/08/2026	31426	HILLSBOROUGH FIRE CO.#3	26-512 Qtrly Bay Rental	-19,992.68
09/08/2026	31427	Hillsborough Vol. Fire Co. #1	26-513 3Rd qtr bay rental	-19,992.68
09/08/2026	31428	Konica Minolta Business Solutions USA Inc	26-514 Inv 509598566	-41.05
09/08/2026	31429	SOMERSET COUNTY E.S.T.A.	26-515 Inv 16993 16994	-900.00
09/08/2026	31430	NESHANIC VOL. FIRE CO.	26-516 Qtrly Bat payment	-12,500.00
09/08/2026	31431	PSE&G CO	26-517 Acct 7639919908 9/5-10/4	-1,218.00
09/08/2026	31432	Packet Media LLC	26-518 Acct 0918 Subscrip30283 2 yr renewal	-82.74
09/08/2026	31433	Sparkle Edge Cleaning Service, Inc.	26-519 Inv 34043 august cleaning Inv 33712 july cleaning	-2,430.00
09/08/2026	31434	Tri-County Termite & Pest Control Inc.	26-520 Inv 997796	-35.00
09/08/2026	31435	UPS	26-521 Inv 74Y02Y266 74Y02Y286 74Y02Y306	-81.13
09/08/2026	31436	VIP Comfort Systems, Inc.	26-522 Inv 5135	-18,720.00
09/08/2026	31437	WEX BANK	26-523 Inv 114247381 Fuel for July	-6,050.96
09/08/2026	31438	Amazon	26-524 Account paid in full	-1,169.66
09/08/2026	31439	ABUGOSH, AMEER	26-525 CSU classes summer 1a27 Course LDR3302 MGT 4304	-1,571.20
09/08/2026	31440	Allegro Refreshments	26-526 Inv I40677	-8.53
09/08/2026	31441	ALL HANDS FIRE EQUIPMENT	26-527 Inv 25246 Inv 25295	-1,844.15
09/08/2026	31442	Automatic Communications Alarm Co Inc.	26-528 Inv 7279	-1,196.00
09/08/2026	31443	CENTRAL JERSEY NURSERIES	26-529 Inv 206575	-81.11
09/08/2026	31444	Communications Specialists, Inc.	26-530 Inv 45304	-125.00
09/08/2026	31445	Karlie Cunningham	26-531 Cafe plan	-180.00
09/08/2026	31446	Cloudli Communications Inc.	26-532 Customer ID 35890	-285.26
09/08/2026	31447	ELECTRONIC MEASUREMENT LABS	26-533 Inv 68819 Inv 69225 Inv 69356	-1,444.90
09/08/2026	31448	SOMERSET COUNTY VEHICLE MAINTENANCE	26-534 Inv 366 Fuel for August	-306.11
09/08/2026	31449	FIRE & SAFETY SERVICES, LTD	26-535 Inv SI26-1279	-210.00
09/08/2026	31450	Fire Training & Consultants, LLC	26-536 8/22/26	-3,000.00
09/08/2026	31451	FF1 Apparatus LLC	26-537 Inv 202306293 202306301	-12,712.23
09/08/2026	31452	DAVID FOELSCH	26-538 8/21 Amazon Merrell boots	-174.95
09/08/2026	31453	FF1 Apparatus LLC	26-539 Inv 202306180 202306184 202306169 20230670 202306217 202306192 202306190 202306236 202306283	-18,665.19
09/08/2026	31454	FLEMINGTON DEPT STORE	26-540 Inv 82799 82487	-152.95
09/08/2026	31455	Grainger	26-541 Inv 9054612008	-635.06
09/08/2026	31456	HUNTERDON COUNTY ESTC	26-542 Inv 26000765	-480.00
09/08/2026	31457	Hillsborough Vol. Fire Co. #2	26-543 Qtrly Bay rental	-19,600.66
09/08/2026	31458	IIA Fire Department Testing	26-544 Inv INIIAFD8480	-13,926.48
09/08/2026	31459	IIA Fire Department Testing	26-545 Inv INIIAFD8445	-7,276.63
09/08/2026	31460	L&S Automotive	26-546 Inv 1006974	-1,995.26

09/08/2026	31461	Lowe's	26-547 984667 975509 971222 973319 992044 994361 994794 981079 986057 973468	-1,200.36
09/08/2026	31462	L&S Automotive	26-548 Inv 1006983	-1,756.12
09/08/2026	31463	L&S Automotive	26-549 Inv 1006925 1006721 1006855 1006725	-3,916.12
09/08/2026	31464	New Jersey American Water	26-550 Acct 1018-220039977391 Period 7/14-8/13	-28.23
09/08/2026	31465	NJ IAAI	26-551 Cart # 134-110945	-250.00
09/08/2026	31466	NJ IAAI	26-552 Cart# 134-105085	-1,800.00
09/08/2026	31467	Quality Auto Glass Inc	26-553 Order 3188464 8/11	-590.01
09/08/2026	31468	SCREEN STYLES	26-554 Inv 3/4 102763	-180.00
09/08/2026	31469	SAFETY-KLEEN SYSTEMS INC	26-555 Inv 100400444	-362.91
09/08/2026	31470	SUPLEE, CLOONEY & COMPANY	26-556 annual audit	-10,600.00
09/08/2026	31471	UPS	26-557 74Y02Y336	-29.47
09/08/2026	31472	WEX BANK	26-558 Inv 114856962 Fuel for August	-6,566.64
09/08/2026	31473	W.B.MASON COMPANY, INC.	26-559 Inv 264047519	-66.39
09/08/2026	31474	W.B.MASON COMPANY, INC.	26-560 Inv 264123529	-22.19
09/08/2026	31475	Witmer Public Safety Group, Inc.	26-561 Inv 849221 851882 879679 947811	-944.02
09/08/2026	31476	W.B.MASON COMPANY, INC.	26-562 Inv 263720389 263751090 263861259 263832419	-398.90
09/08/2026	31477	World Insurance Associates, LLC	26-563 Qtrly fee 7/1-9/30/2026	-1,700.00
09/08/2026	31478	NIC Group, Inc.	26-564 Inv 15092	-3,478.73
09/08/2026	31479	RICHARD M. BRASLOW ESQ.	26-565 Inv 06285 06172 06232	-870.00
09/08/2026	31480	Standard Insurance Company T4	26-566 Policy 763436 0002 September	-699.28
				-$210,195.96

A motion was made by Commissioner Woodruff, seconded by Commissioner Patullo to approve the Claims List 2026-09. Roll call vote: All approved.

A motion was made by Commissioner Woodruff, seconded by Commissioner Patullo to approve to pay the Claims List 2026-09. Roll call vote: All approved.

APPROVAL TO TRANSFER FUNDS TO PAY CLAIMS LIST 2026-09

A motion was made by Commissioner Woodruff, seconded by Commissioner Patullo to approve the transfer of funds in the amount of $210,000.00 from savings account to checking account. Roll call vote: All approved.

A motion was made by Commissioner Woodruff, seconded by Commissioner Patullo to approve the transfer of funds in the amount of $1,100,000.00 from Savings Account to Capital Account. Roll call vote: All approved.

MONTHLY FIRE REPORTS

Commissioner Lazorchak read the monthly fire reports for August 2026

FIRE REPORTS

STATION	ALARMS	DRILLS
36	64	2
37	77	3
38	29	2
48	24	2

FIRE SAFETY REPORTS

- District Fire Chief Ryan Giordano reported the following:
    - Code Enforcement Division Audit:
        - The Code Enforcement Division Audit by the State Fire Marshals Office took place all day on Tuesday, September 1, 2026.
            - The audit went very well.
            - Were told that we are very organized.
            - They went through files, certificates, checked that money is properly distributed, etc.
            - We were issued a couple violations.
            - Sign verbiage needed corrected and has been done.
    - Award of State Grant:
        - We will be awarded a State Grant for Turnout gear and other miscellaneous equipment.
            - On September 25, 2026, Assemblyman Roy Freiman will present a check to the Fire District in the amount of $252,000.00. (This will be issued to Hillsborough Township first and then they will issue it back to Fire Safety where it will be added to the Capital Account.

- This event will be held at the Fire Safety Headquarters at 2:00 p.m.

- Submission of 2027 Union Contract:
  - The submission of the 2027 Union Contract from the Local 4897 has been reviewed and has been sent to the Commissioners for review and comments.

- Fire Safety Out-of-Service Schedule (*Attachment*).

CHIEF'S REPORTS

Chief Mike Guzy – Station 36 (Flagtown) reported the following: (Absent – Report was submitted prior to the meeting.)

APPARATUS – EQUIPMENT REPORT

CAR 36:	Mileage – 28,628 Repairs were made to a number of outstanding issues.
CAR 36-2:	Mileage – No report. No issues reported.
BRUSH 36:	Suspected foam cell fracture.
ENGINE 36:	Several pending repairs.
LADDER 36:	Out-of-Service for repairs.
MARINE 36-1:	Motor was serviced / repaired.
MARINE 36-2:	Motor was serviced.
RANGER 36:	Needs engine tuned up / checked (rough idle).
SPECIAL SERVICES 36-1:	No issues reported.
SPECIAL SERVICES 36-2:	No issues reported.
TENDER 36:	Deluge gun valve indicator light is not working.
SMALL EQUIPMENT:	No issues reported.
Past Drills:	SEEK 300 TICs was held on August 8, 26 & 22, 2026.

High Water Rescue Truck Training (District) was held on August 13, 2026.

Grip Hoist Review was held on August 27, 2026.

Upcoming Drills: Alternative Water Supply Methods Drill is scheduled for September 10, 2026.

Vehicle Extrication Drill is scheduled for September 24, 2026.

Company Correspondence:

- One (1) new firefighter (Will Rogus) recently graduated from Firefighter 1.
- The new tanker replacement final revision and contract document is pending receipt.
- Change order request for plumbing for the new ladder truck.

Company Events:

- 911 Memorial Service will be held at Station 38 on September 11, 2026 at 6:30 p.m.

Chief Vince Patti - Station 37 (Route 206) reported the following:

APPARATUS – EQUIPMENT REPORT

CAR 37:	Mileage – 20,082 No issues reported.
CAR 37-2:	Mileage – 75,150 No issues reported.
BRUSH 37:	No issues reported.
ENGINE 10:	No issues reported.
MARINE 37-1 & TRAILER:	No issues reported.
MARINE 37-2 & TRAILER	No issues reported.
REHAB 10:	No issues reported.
RESCUE 37:	No issues reported.
TENDER 37:	Out-of-Service.

TOWER 37: Check engine light is on.

OEM RANGER & TRAILER: Maintained by OEM.

SMALL EQUIPMENT: No issues reported.

Past Drills: SEEK 300 TICs was held on August 8, 2026 and August 15, 2026.

Hose Line Deployment and Advancement Drill was held on August 8, 2026.

Hose Line Deployment and Advancement Drill was held on August 27, 2026.

Went over Engine-37 / Engine-10 Compartments on September 3, 2026.

Upcoming Drills: Accountability and Rider Positions Drill is scheduled for September 15, 2026.

Company Correspondence:

- None.

Company Events:

- Attended the Graduation for five (5) firefighters at the Academy.
- 911 Memorial Service will be held at Station 38 on September 11, 2026 at 6:30 p.m.

Chief Matt Hand - Station 38 (Woods Road) reported the following:

APPARATUS – EQUIPMENT REPORT

CAR 38: Mileage – 32,678
No issues reported.

CAR 38-2: Mileage – No report.
No issues reported.

BRUSH 38: No issues reported.

ENGINE 38: No issues reported.

LADDER 38: No issues reported.

MARINE 38-1:	No issues reported.
MARINE 38-2:	No issues reported.
RESCUE 38:	No issues reported.
TENDER 38:	Brakes are being repaired.
SMALL EQUIPMENT:	No issues reported.

Past Drills:	SEEK 300 TICs was held on August 8, 2026 and August 15, 2026.
Upcoming Drills:	Extrication Drill is scheduled for September 28, 2026.

Company Correspondence:

- None.

Company Events:

- The 911 Memorial Service will be held at Station 38 on September 11, 2026 at 6:30 p.m.

Chief David Gwin - Station 48 (Neshanic Fire Company) reported the following:

APPARATUS – EQUIPMENT REPORT

CAR 48:	Mileage – No report. No issues reported.
BRUSH 48:	No issues reported.
ENGINE 48-104:	Pump, ladder, and hose testing were completed.
ENGINE 48-105:	Ladder rack sensor was repaired. Pump, ladder, and hose testing were completed.
MARINE 48-1:	No issues reported.
MARINE 48-2:	No issues reported.

MINI PUMPER-48:	Pump, ladder, and hose testing were completed.
SPECIAL SERVICES 48:	No issues reported.
SUPPORT 48:	No issues reported.
TENDER 48:	Pump, ladder, and hose testing were completed.
UTV 48:	No issues reported.
SMALL EQUIPMENT:	No issues reported.

Past Drills:	Bonus Training: SEEK 300 TICs was held on August 8, 2026 and August 15, 2026. Bonus Training: High Water Vehicle Training was held on August 13, 2026. Humat Valve Operations Drill was held on August 25, 2026.
Upcoming Drills:	New Equipment Drill is scheduled for September 15, 2026. Bonus Training: High Water Vehicle Training is scheduled for September 22, 2026. Topic To Be Announced is scheduled for September 27, 2026.

Company Correspondence:

- None.

Company Events:

- Somerset Patriots Game is scheduled for September 9, 2026.
- 911 Memorial Service will be held at Station 38 on September 11, 2026 at 6:30 p.m.
- The Basilone Parade is scheduled for September 20, 2026.
- Lucky Ducky Derby will be held on October 3, 2026 at the Fireman's Meadow in Neshanic Station.

COMMISSIONERS' REPORTS

Commissioner Lazorchak:

Audit:

- No report.

Budget:

- *Refer to end of report "Capital Budget" - Authorizing and Approving the 2027 Capital Budget.

Contracts:

- No report.

New Apparatus:

- No report.

Personnel:

- None.

Commissioner Mitchell:

Bills with Vouchers:

- No report.

Budget:

- No report.

Other Correspondence:

- No report.

Commissioner Fenwick-Shaffer:

Insurance:

- No report.

Physicals & Fit Tests:

- No report.

Other Correspondence:

- No report.

Commissioner Nick Patullo:

Accidents & Injuries:

- No report.

New Apparatus / Specifications:

- No report.

OEM:

- No report.

PEOSHA:

- No report.

Other Correspondence:

- No report.

Commissioner Bill Woodruff:

Bills with Vouchers:

- No report.

Budget:

- No report.

LOSAP / TOP 10:

- No report.

Recruitment & Retention:

- No report.

Other Correspondence:

- No report.

OFFICE OF EMERGENCY MANAGEMENT

- No report.

PUBLIC

- No report.

CAPITAL BUDGET

- Authorizing and Approving the 2027 Capital Budget:

    - At 8:30 p.m., the Regular Meeting was paused and Commissioner Lazorchak read Resolution #2027-17 - Authorizing and Approving Capital Projects:

        - **A motion was made by Commissioner Woodruff, seconded by Commissioner Patullo to approve Resolution #2027-17 - Authorizing and Approving Capital Projects. Roll call vote: All approved.**

- Following the authorizing and approving of the 2027 Capital Budget, the Regular Meeting was resumed.

ADJOURNMENT

There being no further public comment, **a motion was made by Commissioner Woodruff, and seconded by Commissioner Patullo to adjourn the meeting at 8:31 p.m. Roll call vote: All approved.**

Respectfully submitted,

Marian Fenwick-Shaffer, Secretary
Hillsborough Township
Board of Fire Commissioners

MFS/jhb
Attachments