BOARD OF FIRE COMMISSIONERS
TOWNSHIP OF HILLSBOROUGH

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

WORK MEETING

OCTOBER 08, 2026

The Board of Fire Commissioners of Hillsborough Township, County of Somerset, New Jersey convened in a Work Session on Thursday, October 08, 2026 at 7:42 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

Absent: None.

Fire Chiefs/Deputy Chiefs present were:

None.

District Officers/Members present were:

None.

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.

CORRESPONDENCE

Commissioners discussed the following:

- Commissioner John Lazorchak:
    - No report.

- Commissioner Jeffrey Mitchell:
    - Vouchers:
        - Went through vouchers for October 2026.
            - Obtained Commissioners signatures on vouchers and checks.
    - Interim Employee for the Fire District:
        - The Board will need to adopt a Resolution at the November 10, 2026 Regular Meeting to appoint an interim employee to manage Payroll for the Fire District.
            - April Crossen, who currently manages Payroll, will be retiring from Hillsborough Township in March, 2027.
    - Bank Fee:
        - Working with the Bank to stop charging the ACH block fee which prevents unauthorized withdrawals from accounts.
            - The fee is $20.00 per account.

- Commissioner Marian Fenwick-Shaffer:
    - 2027 Firefighter Physicals:
        - Will soon be scheduling the Firefighter physicals for 2027 with Access Medical.

- Commissioner Nick Patullo:
    - No report.

- Commissioner Bill Woodruff:
    - No report.

- Other:
    - District Fire Chief Ryan Giordano:
        - Pension Update:
            - There is currently four (4) Fire District employees without a pension.
                - Congressman Kean's office is providing assistance to resolve this matter.
                - The Social Security Administration has reviewed the application and sent it to the State with additional questions.
                - A request was made to be returned to Hillsborough Township's Pension System until such time, as the employees can be placed into the State's Pension System.
                    - Pension funds for each employee are being put into individual accounts until the matter is resolved.

        - Resolutions:
            - There will be two (2) Resolutions to be presented at the October 13, 2026 Regular Meeting:
                - A resolution to move Career Firefighter Kevin Jerzewski to Grade Four (4).

        - A Resolution to donate old radios to the Hunterdon County Fire Academy and to High Bridge in Hunterdon County.

- Vehicle Maintenance:
    - The vehicle maintenance budget is nearly depleted.
    - Hose testing & ladder testing are paid for out of the Vehicle Maintenance budget.
    - Would like to hire a Vehicle Maintenance employee for the Hillsborough Fire District.

- LOSAP:
    - Lincoln Financial has provided a list of District Members who have passed away, moved, etc.
        - Any monies attached to those inactive Members would be returned to the Fire District.

- Sprinkler System:
    - Obtained an estimate to install a sprinkler system in the Fire District Headquarters.
        - The estimate is $75,000.00.
            - Would need to go out to bid for this work to be done.

- Fire Hydrants:
    - Hillsborough Township wants the Commissioners to assume the cost of the fire hydrants.
        - At some point in the future, the Board will likely assume the cost but not at this time.

- Insurance Audit:
    - This is the Workers Compensation Insurance policy.
        - The balance due on the policy is $49,000.00.

- Station 36 – New Tanker:
    - A trade-in evaluation is being done on the current Tanker-36.
        - A pre-payment option will save $85,000.00 on the new tanker.

- Union Contract:
    - The Board supports the new Contract and will vote to accept the Contract at the Regular Meeting on October 13, 2026.

- Station 37 Contract:
    - Commissioner Chairman Lazorchak has been talking with Attorney Braslow regarding the contract issue with Station 37.
        - The Board discussed options to be presented to Station 37, in an effort to bring resolution to this matter.

ADJOURNMENT

There being no further comments or business, **a motion was made by Commissioner Woodruff, seconded by Commissioner Patullo to adjourn the meeting at 8:49 p.m. Roll call vote: All approved.**

Respectfully submitted,

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

MFS/jhb