

**HILLSBOROUGH TOWNSHIP
COUNTY OF SOMERSET, NJ
RESOLUTION 2016-01A
AUTHORIZING APPOINTMENT OF ATTORNEY FOR THE
2016 YEAR**

WHEREAS, there exists a continuing need for legal services to be provided to the Commissioners of Fire District No.1, Hillsborough Township, County of Somerset, NJ concerning various responsibilities undertaken by the Commissioners; and

WHEREAS, the Commissioners are desirous of making appointment to this position as referenced above for the year of 2016-2017; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 19:44A-20.5 et seq., provides that a governing body may award a contract without public advertising for competitive bidding where the nature of said contract is in the form of a professional service; and

WHEREAS, the subject resolution providing for the awarding of a contract relative to professional services and the notice of the award of contract shall be available for public inspection; and

WHEREAS, the Local Public contract Law, N.J.S.A. 19:44A-20.5 (1)(a)(i), provides that a notice of the award of said contract shall be published in a newspaper, said advertisement stating the nature, duration and amount of the contract.

NOW, THEREFORE, be it RESOLVED by The Commissioner of Fire District No.1, Hillsborough Township, County of Somerset, NJ

(1)Richard M. Braslow, Esq. is hereby appointed to provide legal services to the Commissioners relative to any and all issues presented to the Commissioners pursuant to any of its obligations or responsibilities. This appointment is made pursuant to the proposal attached hereto and made a part hereof.

(2)This resolution and the notice of award of contract shall be available for public inspection.

CERTIFICATION

I, Bruce Vatter, Secretary of the Commissioners of Fire District No.1, Hillsborough Township, County of Somerset, NJ, hereby certify that the foregoing resolution was duly adopted by the Commissioners at a Regular Monthly Meeting held on March 8, 2016.

Bruce Vatter, Secretary
Hillsborough Township
Board of Fire Commissioners

County of Somerset

A motion was made by Commissioner Vatter, seconded by Commissioner Carone to approve Resolution 2016-01A as read. Roll call vote: All approved.

March 8, 2016

(Secretary's Signature)

(Date)

**HILLSBOROUGH TOWNSHIP
COUNTY OF SOMERSET, NJ
RESOLUTION 2015-01B
RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN
CONTRACT FOR LEGAL SERVICES
2016-2017 YEAR**

WHEREAS, the Fire District has a need to acquire legal services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5 as appropriate; and

WHEREAS, the Fire District has determined and certified in writing that the value of the acquisition will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is for the year 2016 - 2017; and

WHEREAS, the Law Office of Richard M. Braslow has submitted a proposal indicating it will provide the legal services pursuant to the proposal; and

WEHEREAS, the Law Office of Richard M. Braslow has completed and submitted a Business Entity Disclosure Certification which certifies that the Law Office of Richard M. Braslow has not made any reportable contributions to a political or candidate committee in the previous one year, and that the contract will prohibit the Law Office of Richard M. Braslow from making any reportable contributions through the term of the contract; and

WHEREAS, the Fire District has determined that funds are available concerning the projected expenditure.

NOW THEREFORE, BE IT RESOLVED THAT the Commissioners of Fire District No. 1 in the Hillsborough Township, County of Somerset, authorized the Fire District to enter into a contract with the Law Office of Richard M. Braslow as described herein; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

Bruce Vatter, Secretary
Hillsborough Township
Board of Fire Commissioners

County of Somerset

A motion was made by Commissioner Vatter, seconded by Commissioner Carone to approve Resolution 2015-01 as read. Roll call vote: All approved.

(Secretary's Signature) March 8, 2016
(Date)

**THE COMMISSIONERS OF FIRE DISTRICT NO. 1
HILLSBOROUGH TOWNSHIP
COUNTY OF SOMERSET, NEW JERSEY
RESOLUTION 2016-02
AUTHORIZING APPOINTMENT OF AUDITOR FOR THE 2016-2017 YEAR**

WHEREAS, there exists a continuing need for certain auditing services to be provided to The Commissioners of Fire District No. 1, Hillsborough Township, County of Somerset, NJ concerning various responsibilities undertaken by said Commissioners; and

WHEREAS, the Commissioners are desirous of making an appointment to this position as referenced above for the 2016-2017 year; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 19:44A-20.5 et seq., provides that a governing body may award a contract without public advertising for competitive bidding where the nature of said contract is in the form of a professional service; and

WHEREAS, the subject resolution providing for the awarding of this contract relative to professional services, and the notice of the award of said contract shall be available for public inspection; and

WHEREAS, the Local Public Contract Law, N.J.S.A. 19:44A-20.5, provides that a notice of the award of said contract shall be published in a newspaper, said advertisement stating the nature, duration and amount of the contract.

NOW, THEREFORE, be it RESOLVED by The Commissioners of Fire District No. 1, Hillsborough Township, County of Somerset, NJ

(1) Supley, Clooey and Company, is hereby appointed to provide auditing services to the Commissioners together with assistance in preparation of the 2016 budget and for establishment and maintenance of the necessary documentation consistent with the requirements and the regulations of the Department of Community Affairs and with the New Jersey statutes. This appointment is made pursuant to the proposal as submitted and attached hereto.

(2) This resolution and the notice of award of contract shall be available for public inspection.

CERTIFICATION:

I, Bruce Vatter, Secretary of the Commissioners of Fire District No. 1, Hillsborough Township, County of Somerset, NJ hereby certify that the foregoing resolution was duly adopted by the Commissioners at a Regular Monthly Meeting held on March 8, 2016.

Bruce Vatter, Secretary
Hillsborough Township
Board of Fire Commissioners
County of Somerset

A motion was made by Commissioner Vatter, seconded by Commissioner Buckley to approve Resolution 2016-02 as read. Roll call vote: All approved.

March 8, 2016

(Secretary's Signature)

(Date)

**THE COMMISSIONERS OF FIRE DISTRICT NO. 1
HILLSBOROUGH TOWNSHIP
COUNTY OF SOMERSET, NJ
RESOLUTION 2016-03
ADOPTION OF CASH MANAGEMENT PLAN**

WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities and the Fire District is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and

WHEREAS, Subchapter 3, Section 5:31-3.1(a) provides that the governing body shall, by resolution passed by not less than a majority of the full membership, adopt a cash management plan, which shall include the designation of a depository, the State of New Jersey Cash Management fund or a public depository or depositories.

NOW, THEREFORE, be it RESOLVED by The Commissioners of Fire District No. 1, Hillsborough Township, County of Somerset, NJ as follows:

(1) This resolution shall act as a formal adoption by the Commissioners of a cash management plan, which shall allow for official depositories of the Commissioners to be the State of New Jersey Cash Management Fund and /or PNC Bank.

CERTIFICATION:

I, Bruce Vatter, Secretary of the Commissioners of Fire District No. 1, Hillsborough Township, County of Somerset, NJ hereby certify that the foregoing resolution was duly adopted by the Commissioners at a Regular Monthly Meeting held on March 8, 2016.

Bruce Vatter, Secretary
Hillsborough Township
Board of Fire Commissioners
County of Somerset

A motion was made by Commissioner Vatter, seconded by Commissioner Carone to approve Resolution 2016-03 as read. Roll call vote: All approved.

(Secretary's Signature) March 8, 2016
(Date)

LEGAL NOTICE
THE COMMISSIONERS OF FIRE DISTRICT NO.1
HILLSBOROUGH TOWNSHIP
COUNTY OF SOMERSET, NJ
RESOLUTION 2016-04
AUTHORIZING REGULAR MEETING SCHEDULE FOR THE
2016-2017 YEAR

WHEREAS, Public Law 1975, Chapter 231, Section 13, requires a public body to post and maintain posted and to distribute to designated newspapers and to further file with the Municipal Clerk for the purpose of public inspections, a schedule of the regular meetings of such public body to be held during the calendar year; and

WHEREAS, such schedule of regular meetings is required to contain the location of each meeting to the extent that it is known, and the time and date of each meeting; and

WHEREAS, Public Law 1975, Chapter 231, Section 3-D, provides that where the annual notice or revisions thereof, in compliance with sections of the subject act, set forth the location, time and date of any meeting, no further action shall be required for such meeting.

NOW, THEREFORE, be it RESOLVED by The Commissioners of Fire District No. 1 Hillsborough Township, County of Somerset, NJ as follows:

(1) All regular meetings of the Commissioners shall take place at the Hillsborough Township Municipal Building, 379 So. Branch Rd, Hillsborough, NJ 08844 and begin at 8:00 p.m. on the following dates:

2016-2017 SCHEDULE OF MEETINGS
HILLSBOROUGH TOWNSHIP BOARD OF FIRE COMMISSIONERS

MARCH 8, 2016 P.M.	REORGANIZATION MEETING	8:00
APRIL 12, 2016 P.M.	REGULAR MONTHLY MEETING	8:00
MAY 10, 2016 P.M.	REGULAR MONTHLY MEETING	8:00
JUNE 14, 2016 P.M.	REGULAR MONTHLY MEETING	8:00
JULY 12, 2016 P.M.	REGULAR MONTHLY MEETING	8:00
AUGUST 09, 2016 P.M.	REGULAR MONTHLY MEETING	8:00
SEPTEMBER 13, 2016	REGULAR MONTHLY MEETING	8:00

P.M.			
OCTOBER 11, 2016	REGULAR MONTHLY MEETING		8:00
P.M.			
NOVEMBER 08, 2016	REGULAR MONTHLY MEETING		8:00
P.M.			
DECEMBER 13, 2016	REGULAR MONTHLY MEETING		8:00
P.M.			
JANUARY 10, 2017	REGULAR MONTHLY MEETING		8:00
P.M.			
FEBRUARY 14, 2017	REGULAR MONTHLY MEETING		8:00
P.M.			
FEBRUARY 18, 2017	ANNUAL ELECTION		2:00 TO 9:00
P.M.			
MARCH 14, 2017	REORGANIZATION MEETING		8:00
P.M.			

(2) All work meetings of the Commissioners shall take place in the meeting room of the commissioners at the aforesaid location at 7:00 p.m. prior to the Regular Meetings which are scheduled above.

(3) A summary of this Resolution shall be mailed/e-mailed to one of the following: Hillsborough Beacon, Courier News, Messenger Gazette.

(4) A certified copy of this resolution shall be posted and shall be maintained on the official bulletin board of Hillsborough Township and shall also be kept on file by the Municipal clerk for the purpose of public inspection.

CERTIFICATION:

I, Bruce Vatter, Secretary of the Commissioners of Fire District No. 1, Hillsborough Township, County of Somerset, NJ hereby certify that the foregoing resolution was duly adopted by the Commissioners at a Regular Monthly Meeting held on March 8, 2016.

Bruce Vatter, Secretary
Hillsborough Township
Board of Fire Commissioners
County of Somerset

BFCmeetingdates2016

A motion was made by Commissioner Vatter, seconded by Commissioner Carone to

approve Resolution 2016-04 as read. Roll call vote: All approved.

(Secretary's Signature)	March 8, 2016 (Date)
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**THE COMMISSIONERS OF FIRE DISTRICT NO.1
HILLSBOROUGH TOWNSHIP
COUNTY OF SOMERSET, NJ
RESOLUTION 2016-05
DESIGNATION OF OFFICIAL NEWSPAPER FOR PUBLICATION
FOR THE 2016-2017 YEAR**

WHEREAS, the Commissioners of Fire District No.1, Hillsborough Township, County of Somerset, NJ, must, by statutory law, publish various items in order to comply with said requirements of statutory law; and

WHEREAS, the commissioners are desirous of designating various newspapers as

WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities, and the Fire District is a municipal entity as defined in the rules and regulations as promulgated by the local finance Board; and

WHEREAS, Subchapter 6, Section 5:31-6.1 provides that the Fire district shall, by resolution, designate employees and officials required to furnish surety bonds and determine minimum bonds for each such employee and official; and

WHEREAS, the Commissioners of Fire District No.1 in the Township of Hillsborough, county of Somerset, deem it necessary to provide bonding for all Commissioners of the fire District as all Commissioners are responsible for the handling of funds for the Fire District.

NOW, THEREFORE, be it RESOLVED, by the Commissioners of Fire District No. 1 in the Township of Hillsborough, County of Somerset, as follows:

(1) The Commissioner's shall be bonded in the amount of approximately \$1,000,000.00.

CERTIFICATION:

I, Bruce Vatter, Secretary of the Commissioners of Fire District No. 1, Hillsborough Township, County of Somerset, NJ hereby certify that the foregoing resolution was duly adopted by the Commissioners at a Regular Monthly Meeting held on March 8, 2016.

Bruce Vatter, Secretary
Hillsborough Township
Board of Fire Commissioners
County of Somerset

A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Carone to approve Resolution 2016-06 as read. Roll call vote: All approved.

(Secretary's Signature) March 8, 2016
(Date)

**THE COMMISSIONERS OF FIRE DISTRICT NO. 1
HILLSBOROUGH TOWNSHIP**

**COUNTY OF SOMERSET
RESOLUTION 2016-07
AUTHORIZING APPROVAL AND PAYMENT OF CLAIMS FOR APPROVAL FOR
2016-2017 YEAR**

WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities, and the Fire District is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board, and

WHEREAS, Subchapter 4, Section 5:31-4.1 (e) provides that payment of claims by the Fire District shall be by check drawn on the Fire District and signed by the governing body chairman, the chief financial officer and countersigned by such other officer or officials as designated by resolution, and

WHEREAS, Subchapter 4, Section 5:31-4.2 further provides that the Commissioners , at their reorganization meeting, designate, by resolution, the individuals whose signatures shall appear on checks drawn upon the treasury of the Commissioners; and

WHEREAS, Subchapter 4, Section 5:41-4.1(f) provides that the Commissioners shall, by resolution passed by not less than the majority of the full membership, further designate the manner in which the time in which salaries, wages or other compensation for services shall be paid.

NOW, THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 1 of Hillsborough Township, County of Somerset, NJ as follows:

(1) The vouchers for payment and checks as issued by the Commissioners for payment of claims by signed by the Chairman, Treasurer and countersigned by one other Commissioner in order that the Commissioners comply with the rules and regulations as promulgated by the Local Finance Board as set forth herein.

(2) All signatures shall be original signatures as used on all checks issued.

CERTIFICATION:

I, Bruce Vatter, Secretary of the Commissioners of Fire District No. 1, Hillsborough Township, County of Somerset, NJ hereby certify that the foregoing resolution was duly adopted by the Commissioners at a Regular Monthly Meeting held on March 8, 2016.

Bruce Vatter, Secretary
Hillsborough Township
Board of Fire Commissioners
County of Somerset

A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Vatter to approve Resolution 2016-07 as read. Roll call vote: All approved.

March 8, 2016

(Secretary's Signature)

(Date)

**THE COMMISSIONERS OF FIRE DISTRICT NO. 1
HILLSBOROUGH TOWNSHIP, COUNTY OF SOMERSET
RESOLUTION 2016-08
RESOLUTION AUTHORIZING ADVERTISEMENT FOR VARIOUS FIRE EQUIPMENT
AND SUPPLIES**

WHEREAS, the Hillsborough Township Board of Fire Commissioners in the Township of Hillsborough, County of Somerset have approved the specifications for and have determined that they will advertise for sealed bids for various equipment and supplies.

NOW, THEREFORE, be it RESOLVED, by the Hillsborough Township Board of Fire Commissioners in the Township of Hillsborough, County of Somerset, as follows:

- [1] Specifications are hereby approved and incorporated herein by reference.
- [2] Bids to be submitted shall fully comply with the said specifications.
- [3] The Commissioners shall advertise for the receipt of sealed bids for the above named purpose or project.

[4] Each bid shall be submitted as a written proposal in the manner designated in the specifications and shall be signed by the bidder. The bid shall be enclosed in a sealed envelope bearing the name and address of the bidder on the outside, specifically denoting on the said envelope the name of the job for which said bid is submitted and addressed to Charlie Nuara, Commissioners, Hillsborough Township Board of Fire Commissioners, 379 South Branch Road, Hillsborough, New Jersey 08844.

[5] Specifications and form of bid may be inspected or obtained upon prior notice by prospective bidders during normal business hours at the office of the Bureau of Fire Safety, 379 South Branch Road, Hillsborough, NJ 08844 (908-369-4313 x 7178).

[6] Sealed bids shall be called for and shall be received, open and read in public at the Hillsborough Municipal Building, 379 South Branch Road, Hillsborough, NJ, at 7.45 p.m., prevailing time.

[7] Each bid shall be hand delivered either to said Commissioner Charlie Nuara, Commissioner of the Hillsborough Township Board of Fire Commissioners or to such other designated representative of the Commissioners who will be present at the opening of said bids

at the time and place stated for the receipt of sealed bid: it being understood that the bidder who submits his bid through the mail accepts full responsibility for said bid being received in compliance with the date and time requirements as set forth herein. **NO BID SHALL BE DELIVERED OR ACCEPTED AFTER THE DATE OR HOUR AS DESIGNATED IN PUBLIC NOTICE.**

[8] The bid quote shall be net to the Hillsborough Township Board of Fire Commissioners and shall be excluded from any state and federal taxes.

[9] Each and every deviation from the specifications shall be clearly listed by the bidder. Failure to comply with the requirements shall be grounds for rejection of the bid.

[10] The contract will be awarded to the lowest, qualified responsible bidder. The Hillsborough Township Board of Fire Commissioners reserve the right to award individual contract for each specified bid item that is reflected in the proposal or to award one complete contract for all items. The Commissioners also reserve the right to waive any insubstantial irregularities in any bid.

[11] A non-collusion affidavit in the usual form will be supplied with the specifications. It shall be executed by the person or corporate officers submitting the bid. Said affidavit must be properly notarized.

[12] An owner's list in accordance with P.L. 1977, Ch. 33 approved March 10, 1977, will also be supplied with the specifications in the usual form. It shall be completed by the person or corporate officer submitting the bid. Said Owner's list must accompany each bid. **THIS REQUIREMENT WILL NOT BE WAIVED.**

[13] Bidders are required to comply with the requirements of P.L. 1975, Ch. 127 (N.J.S.A. 10:5-31 et seq.)

[14] No bidder may withdraw his proposal for a period of 60 days after the opening of bids: all proposals being binding upon bidders for 60-day period.

Bruce Vatter, Secretary
Hillsborough Township
Board of Fire Commissioners

County of Somerset

(Secretary's Signature) March 8, 2016
(Date)

A motion was made by Commissioner Carone, seconded by Commissioner Buckley to approve Resolution 2016-08 as read. Roll call vote: All approved.

Board of Commissioners Recorded Vote

Member	Aye	Nay	Abstain	Absent
Charles Nuara	X			
John Catrombon, Jr.	X			
Bruce Vatter	X			
Patrick Buckley	X			
Michael Carone	X			