

**RESOLUTION AUTHORIZING NOTICE OF PUBLIC MEETINGS**  
**PURSUANT TO N.J.S.A. 10:4-18**

WHEREAS, N.J.S.A. 10:4-18 requires every public body to post and maintain posted throughout the year, in a public place reserved for such or similar announcements, a notice of its regularly scheduled meetings for the year; and

WHEREAS, the aforementioned statute requires that the notice of the annual schedule of regular meetings be forwarded to the newspapers designated by the Board to receive such notices pursuant to N.J.S.A. 10:4-8(d); and

WHEREAS, the annual regular meeting schedule shall contain the location of each meeting, to the extent it is known, and the time and date of each meeting; and

WHEREAS, the Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, finds and determines that it shall continue to hold its regular monthly meetings on the first Tuesday of each month through March, 2025.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, that its regular monthly meetings from April, 2024, through March, 2025, be held on the first Tuesday of each month at 7:00 p.m. at Old Bridge Volunteer Fire Department, Station 2, Civic Center Fire House, 310 Rues Lane, East Brunswick, New Jersey; and

BE IT FURTHER RESOLVED, that a notice of the annual regular monthly meeting schedule, inclusive of the date, time and place thereof, be published in the Board's official newspaper, the Home News Tribune, and published in the Star Ledger; and

BE IT FURTHER RESOLVED, that a notice be forwarded to the Clerk of the Township of East Brunswick requesting said notice be posted and maintained through March, 2025, in a place within the Township Municipal Building designated by the Township for posting of such notices; and

BE IT FURTHER RESOLVED, that the annual regular meeting schedule be posted at the District Office/Bureau of Fire Safety, 680 Old Bridge Turnpike, East Brunswick, New Jersey; Old Bridge Volunteer Fire Department, Station 1, 5 Pine Street, East Brunswick, New Jersey; Old Bridge Volunteer Fire Department, Station 2, Civic Center Fire House, 310 Rues Lane, East

Brunswick, New Jersey; and Old Bridge Volunteer Fire Department, Station 3, Old Stage and Corner of Fern Road, East Brunswick, New Jersey; and

BE IT FURTHER RESOLVED, that the annual regular meeting schedule be posted on the District web site, [www.ebfd1board.org](http://www.ebfd1board.org); and

BE IT FURTHER RESOLVED, that, if subsequent to the above mentioned publications and postings the annual regular monthly meeting schedule is thereafter revised, the Board shall publish and post such revisions in the same manner and means described above; and

BE IT FURTHER RESOLVED, that the within Resolution shall be effective immediately upon passage; and

BE IT FURTHER RESOLVED, that any resolution or part of a resolution inconsistent herewith is hereby repealed or otherwise revoked; and

BE IT FURTHER RESOLVED, that if any section, paragraph, sentence, clause or phrase in this Resolution is for any reason held or determined to be unconstitutional or invalid, same shall not affect the remainder of this Resolution; and

BE IT FURTHER RESOLVED, that notwithstanding anything set forth herein to the contrary, the Board shall be permitted to amend, modify, repeal or otherwise act as to those topics which are the subject of this Resolution provided said acts are consistent with public policy, Board bylaws, township ordinances, local, state and federal laws and rules and regulations promulgated thereunder; and

BE IT FURTHER RESOLVED, that an original signed, conformed and compared copy of this Resolution be accessible and maintained as an official Board record pursuant to and in accordance with the "Open Public Records Act"; N.J.S.A. 47:1A-1, *et seq.* and the "Destruction of Public Records Law (1953)"; N.J.S.A. 47:3-8.1, *et seq.* as set forth by the State of New Jersey Municipal Agency Record Retention Schedule promulgated by the Division of Archives and Record Management.

#### CERTIFICATION

I, FREDERICK J. HOOVER, JR., Clerk of the Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, do hereby certify that the foregoing is a true conformed and compared copy of an original Resolution now on file and of record in the District office which was duly adopted at a public meeting held on the 5<sup>th</sup> day of March, 2024.

I do further certify that said Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, is composed of - 5 - members, and that - 5 - were present and - 5 - members voted affirmatively for the adoption of the Resolution and - 0 - members voted against the adoption of the Resolution.

The undersigned further certifies that the above Resolution has not been repealed or amended and remains in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of said Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, on this 5<sup>th</sup> day of March, 2024.



FREDERICK J. HOOVER, JR., CLERK  
Board of Fire Commissioners  
Fire District No. 1  
Township of East Brunswick

TOWNSHIP OF EAST BRUNSWICK  
NOTICE OF MEETINGS

PLEASE TAKE NOTICE that the Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, has scheduled its regular monthly meetings for the months of April, 2024; May, 2024; June, 2024; July, 2024; August, 2024; September, 2024; October, 2024; November, 2024; December, 2024; January, 2025; February, 2025; and March, 2025. The regular monthly meetings are scheduled for Tuesday, April 2, 2024; Tuesday, May 7, 2024; Tuesday, June 4, 2024; Tuesday, July 2, 2024; Tuesday, August 6, 2024; Tuesday, September 3, 2024; Tuesday, October 1, 2024; Tuesday, November 5, 2024; Tuesday, December 3, 2024; Tuesday, January 7, 2025; Tuesday, February 4, 2025; and Tuesday, March 4, 2025 (re-organization meeting) at 7:00 p.m. at the Old Bridge Volunteer Fire Department, Station 2, Civic Center Fire House, 310 Rues Lane, East Brunswick, New Jersey.

The agenda at all meetings shall include, but not be limited to, matters involving personnel, business and finance, approval of minutes, public session, administrative and operational reports, building and grounds, apparatus and equipment, maintenance and repairs, litigation, if necessary, legislation, communications and insurance.

Formal action may be taken at all meetings. The public may be excluded from portions of a meeting pursuant to N.J.S.A. 10:4-12.

This notice is being given pursuant to N.J.S.A. 10:4-6, et seq.

By authority of the Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick.

FREDERICK J. HOOVER, JR., CLERK  
Board of Fire Commissioners  
Fire District No. 1  
Township of East Brunswick

**RESOLUTION APPOINTING AN ADMINISTRATIVE ASSISTANT**

WHEREAS, the Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, has authority to create a paid position to assist in administrating the District; and

WHEREAS, the Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, has created the paid position of Administrative Assistant for the Bureau of Fire Prevention within the Township which is under the direct control and supervision of the Board; and

WHEREAS, said position was duly noticed in accordance with law; and

WHEREAS, a resolution was passed setting forth the terms and conditions of employment; and

WHEREAS, the Board found it necessary to have an Administrative Assistant for the Bureau of Fire Prevention and did, in fact, retain the services of Claire Smith.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, that it re-affirm the employment of Claire Smith for the position of Administrative Assistant at a base salary of twenty-four dollars (\$24.00) per hour, twenty-four (24) hours per week minimum; and

BE IT FURTHER RESOLVED, that the sum of twenty-four dollars (\$24.00) per hour, twenty-four (24) hours per week minimum, appears in the 2024 budget under the caption of Administration - Personnel - Salary & Wages (excluding Commissioners) and is hereby appropriated under the said caption of the operating section of the 2024 budget; and

BE IT FURTHER RESOLVED, that, pursuant to N.J.A.C. 5:30-5.5(b), the certification of available funds shall be certified as of the date of the within Resolution and shall be chargeable to the above said line item as incurred to the maximum amount of same unless otherwise increased as permitted by law and a separate certification of availability of funds is made by the Board's Qualified Purchasing Agent; and

BE IT FURTHER RESOLVED, that the within Resolution shall be effective immediately upon passage; and

BE IT FURTHER RESOLVED, that any resolution or part of a resolution inconsistent herewith is hereby repealed or otherwise revoked; and

BE IT FURTHER RESOLVED, that if any section, paragraph, sentence, clause or phrase in this Resolution is for any reason held or determined to be unconstitutional or invalid, same shall not

affect the remainder of this Resolution; and

BE IT FURTHER RESOLVED, that notwithstanding anything set forth herein to the contrary, the Board shall be permitted to amend, modify, repeal or otherwise act as to those topics which are the subject of this Resolution provided said acts are consistent with public policy, Board bylaws, township ordinances, local, state and federal laws and rules and regulations promulgated thereunder; and

BE IT FURTHER RESOLVED, that an original signed, conformed and compared copy of this Resolution be accessible and maintained as an official Board record pursuant to and in accordance with the "Open Public Records Act"; N.J.S.A. 47:1A-1, *et seq.* and the "Destruction of Public Records Law (1953)"; N.J.S.A. 47:3-8.1, *et seq.* as set forth by the State of New Jersey Municipal Agency Record Retention Schedule promulgated by the Division of Archives and Record Management.

#### CERTIFICATION

I, FREDERICK J. HOOVER, JR., Clerk of the Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, do hereby certify that the foregoing is a true conformed and compared copy of an original Resolution now on file and of record in the District office which was duly adopted at a public meeting held on the 5<sup>th</sup> day of March, 2024.

I do further certify that the said Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, is composed of - 5 - members, and that - 5 - members were present and - 4 - members voted affirmatively for the adoption of the Resolution and - 0 - members voted against the adoption of the Resolution.

The undersigned further certifies that the above Resolution has not been repealed or amended and remains in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of said Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, on this 5<sup>th</sup> day of March, 2024.

FREDERICK J. HOOVER, JR., CLERK  
Board of Fire Commissioners  
Fire District No. 1  
Township of East Brunswick

**RESOLUTION AUTHORIZING A CONTRACT FOR AUDITING SERVICES**

WHEREAS, the Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, as a public body duly organized under the laws of the State of New Jersey, requires the advice, consultation and other services of an auditor in the conduct of public business for which it is charged; and

WHEREAS, the Board is required under the law to retain the services of an auditor; and

WHEREAS, the Board's Qualified Purchasing Agent has determined and certified that the value of auditing services will be less than seventeen thousand five hundred dollars (\$17,500.00); and

WHEREAS, the term of the Contract is for one (1) year or less; and

WHEREAS, the Board received a proposal from Lauren Holman, C.P.A., of the firm of Holman, Frenia and Allison, P.C., 1985 Cedar Bridge Avenue, Suite 3, Lakewood, New Jersey 08701; and

WHEREAS, the Board's Qualified Purchasing Agent certified the availability of funds for the aforementioned auditing services.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, that it engage and otherwise retain the services of Lauren Holman, C.P.A., of the firm of Holman, Frenia and Allison, P.C., 1985 Cedar Bridge Avenue, Suite 3, Lakewood, New Jersey 08701, for the provision of auditing services as set forth in the aforementioned proposal; and

BE IT FURTHER RESOLVED, that the Chairman be authorized to execute a contract for auditing services for and on behalf of the Board and that the Clerk attest to same; and

BE IT FURTHER RESOLVED, that the sum of seventeen thousand five hundred dollars (\$17,500.00) for fiscal year 2024 appears in the 2024 budget under the caption of Administration - Other - Professional Fees and is hereby appropriated under the said caption of the operating section of the 2024 budget; and

BE IT FURTHER RESOLVED, that, pursuant to N.J.A.C. 5:30-5.5(b), the certification of available funds shall be certified as of the date of the within Resolution and shall be chargeable to the above said line item as incurred to the maximum amount of same unless otherwise increased as

permitted by law and a separate certification of availability of funds is made by the Board's Qualified Purchasing Agent; and

BE IT FURTHER RESOLVED, that the within Resolution shall be effective immediately upon passage; and

BE IT FURTHER RESOLVED, that any resolution or part of a resolution inconsistent herewith is hereby repealed or otherwise revoked; and

BE IT FURTHER RESOLVED, that if any section, paragraph, sentence, clause or phrase in this Resolution is for any reason held or determined to be unconstitutional or invalid, same shall not affect the remainder of this Resolution; and

BE IT FURTHER RESOLVED, that notwithstanding anything set forth herein to the contrary, the Board shall be permitted to amend, modify, repeal or otherwise act as to those topics which are the subject of this Resolution provided said acts are consistent with public policy, Board bylaws, township ordinances, local, state and federal laws and rules and regulations promulgated thereunder; and

BE IT FURTHER RESOLVED, that an original signed, conformed and compared copy of this Resolution be accessible and maintained as an official Board record pursuant to and in accordance with the "Open Public Records Act"; N.J.S.A. 47:1A-1, *et seq.* and the "Destruction of Public Records Law (1953)"; N.J.S.A. 47:3-8.1, *et seq.* as set forth by the State of New Jersey Municipal Agency Record Retention Schedule promulgated by the Division of Archives and Record Management.

#### CERTIFICATION

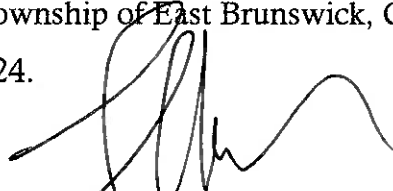
I, FREDERICK J. HOOVER, JR., Clerk of the Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, do hereby certify that the foregoing is a true conformed and compared copy of an original Resolution now on file and of record in the District office which was duly adopted at a public meeting held on the 5<sup>th</sup> day of March, 2024.

I do further certify that said Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, is composed of - 5 - members, and that - 5 - members were present and - 5 - members voted affirmatively for the adoption of the Resolution and - 0 - members voted against the adoption of the Resolution.



The undersigned further certifies that the above Resolution has not been repealed or amended and remains in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of said Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, on this 5<sup>th</sup> day of March, 2024.



---

FREDERICK J. HOOVER, JR., CLERK  
Board of Fire Commissioners  
Fire District No. 1  
Township of East Brunswick

**RESOLUTION AUTHORIZING A CONTRACT FOR ACCOUNTING SERVICES**

WHEREAS, the Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, requires the advice, consultation and other necessary and proper services of an accountant in the conduct of public business for which it has been charged; and

WHEREAS, the Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, has received a proposal from Cheryl Parker of the firm of Seacoast Accounting, LLC, 508 Holmes Avenue N., Forked River, New Jersey; and

WHEREAS, the Board's Qualified Purchasing Agent has determined and certified that the value of accounting services will be less than seventeen thousand five hundred dollars (\$17,500.00) and that the funds for the aforementioned accounting services are available in the Board budget for fiscal year 2024; and

WHEREAS, the Local Public Contracting Law permits the Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, to contract for professional services for a term of one (1) year or less; and

WHEREAS, contracting with the above referenced accounting firm is in the best interest of the Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, and the taxpayers within Fire District No. 1.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, that it engage or otherwise retain the services of Cheryl Parker of the firm of Seacoast Accounting, LLC, 508 Holmes Avenue N., Forked River, New Jersey, for the provision of accounting services as set forth in the aforementioned proposal; and

BE IT FURTHER RESOLVED, that the Chairman be authorized to execute a contract for accounting services for and on behalf of the Board and that the Clerk attest to same; and

BE IT FURTHER RESOLVED, that the sum of seventeen thousand five hundred dollars (\$17,500.00) for fiscal year 2024 appears in the 2024 budget under the caption of Administration - Other - Professional Fees and is hereby appropriated under the said caption of the operating section of the 2024 budget; and

BE IT FURTHER RESOLVED, that, pursuant to N.J.A.C. 5:30-5.5(b), the certification of available funds shall be certified as of the date of the within Resolution and shall be chargeable to the above said line item as incurred to the maximum amount of same unless otherwise increased as

permitted by law and a separate certification of availability of funds is made by the Board's Qualified Purchasing Agent; and

BE IT FURTHER RESOLVED, that the within Resolution shall be effective immediately upon passage; and

BE IT FURTHER RESOLVED, that any resolution or part of a resolution inconsistent herewith is hereby repealed or otherwise revoked; and

BE IT FURTHER RESOLVED, that if any section, paragraph, sentence, clause or phrase in this Resolution is for any reason held or determined to be unconstitutional or invalid, same shall not affect the remainder of this Resolution; and

BE IT FURTHER RESOLVED, that notwithstanding anything set forth herein to the contrary, the Board shall be permitted to amend, modify, repeal or otherwise act as to those topics which are the subject of this Resolution provided said acts are consistent with public policy, Board bylaws, township ordinances, local, state and federal laws and rules and regulations promulgated thereunder; and

BE IT FURTHER RESOLVED, that an original signed, conformed and compared copy of this Resolution be accessible and maintained as an official Board record pursuant to and in accordance with the "Open Public Records Act"; N.J.S.A. 47:1A-1, *et seq.* and the "Destruction of Public Records Law (1953)"; N.J.S.A. 47:3-8.1, *et seq.* as set forth by the State of New Jersey Municipal Agency Record Retention Schedule promulgated by the Division of Archives and Record Management.

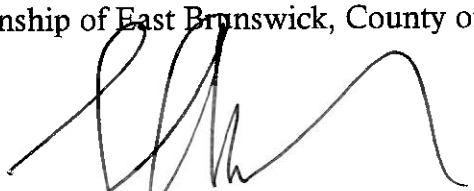
#### CERTIFICATION

I, FREDERICK J. HOOVER, JR., Clerk of the Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, do hereby certify that the foregoing is a true conformed and compared copy of an original Resolution now on file and of record in the District office which was duly adopted at a public meeting held on the 5<sup>th</sup> day of March, 2024.

I do further certify that the said Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, is composed of - 5 - members and that - 5 - members were present and - 5 - members voted affirmatively for the adoption of the Resolution and - 0 - members voted against the adoption of the Resolution.

The undersigned further certifies that the above Resolution has not been repealed or amended and remains in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of said Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, on this 5<sup>th</sup> day of March, 2024.



---

FREDERICK J. HOOVER, JR., CLERK  
Board of Fire Commissioners  
Fire District No. 1  
Township of East Brunswick

**RESOLUTION APPOINTING REGULAR PART TIME FIRE INSPECTOR(S) [FIRE PREVENTION SPECIALIST(S)] PURSUANT TO N.J.A.C. 5:71-3.2(b)**

WHEREAS, the Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, has been designated the local enforcing agency pursuant to and in accordance with the "Uniform Fire Safety Act" (P.L. 1983, Chapter 383; N.J.S.A. 52:27D-192 et seq.) and the Uniform Fire Code; N.J.A.C. 5:71-1.1 et seq.; and

WHEREAS, in order to effectuate its mandated charge under the aforementioned "Act" and "Code", the Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, has established the Bureau of Fire Prevention within the Township which is under the direct control and supervision of the Board; and

WHEREAS, the Board has created the paid position of Fire Prevention Specialist pursuant to N.J.S.A. 40A:14-81.1 and N.J.S.A. 11A:1-1 et seq.; and

WHEREAS, N.J.A.C.5:71-3.2(b) mandates that the local enforcing agency provide an adequate number of Fire Inspectors (Fire Prevention Specialists) to complete all necessary inspections and review all permit applications and to act on them in a timely manner when violations are found and not corrected; and

WHEREAS, the Board, upon the recommendation of the Fire Official within the Township, finds and determines that there is a need for a Regular Part Time Fire Inspector (Fire Prevention Specialist) within the Township to enforce the "Act" and "Code".

NOW, THEREFORE, BE IT RESOVLED, by the Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, that it appoint the following Regular Part Time Fire Inspector (Fire Prevention Specialist):

1. Doland Edward Morland; and

BE IT FURTHER RESOLVED, that the appointee be hired at a salary of twenty-four dollars and fifty cents (\$24.50) per hour, not to exceed twenty (20) hours per week on average; and

BE IT FURTHER RESOLVED, that the sum of twenty-four dollars and fifty cents (\$24.50) per hour, not to exceed twenty (20) hours per week on average, appears in the 2024 budget under the caption of Administration - Personnel - Salary & Wages (excluding Commissioners) and is hereby appropriated under the said caption of the operating section of the 2024 budget; and

BE IT FURTHER RESOLVED, that, pursuant to N.J.A.C. 5:30-5.5(b), the certification of available funds shall be certified as of the date of the within Resolution and shall be chargeable to the above said line item as incurred to the maximum amount of same unless otherwise increased as

permitted by law and a separate certification of availability of funds is made by the Board's Qualified Purchasing Agent; and

BE IT FURTHER RESOLVED, that said appointment is being made in accordance with Title 11A of the laws of the State and Rules and Regulations promulgated thereto and shall take effect retroactive to January 1, 2024; and

BE IT FURTHER RESOLVED, that a copy of this Resolution be forwarded to the Board Auditor, Lauren Holman, C.P.A., of the firm of Holman, Frenia and Allison, P.C., 1985 Cedar Bridge Avenue, Suite 3, Lakewood, New Jersey 08701, for inclusion in Board's future filings and recordings; and

BE IT FURTHER RESOLVED, that a copy of this Resolution be forwarded to the New Jersey Department of Community Affairs, Division of Fire Safety, for its information and records; and

BE IT FURTHER RESOLVED, that the duties of the Fire Inspectors (Fire Prevention Specialists) are those as set forth in N.J.A.C. 5:71-3.3, N.J.S.A. 11A:1-1, *et seq.* and the Rules and Regulations promulgated thereunder, Board Employment Responsibility Description and as directed from time to time by the Board and/or its designee; and

BE IT FURTHER RESOLVED, that the within Resolution shall be effective immediately upon passage; and

BE IT FURTHER RESOLVED, that any resolution or part of a resolution inconsistent herewith is hereby repealed or otherwise revoked; and

BE IT FURTHER RESOLVED, that if any section, paragraph, sentence, clause or phrase in this Resolution is for any reason held or determined to be unconstitutional or invalid, same shall not affect the remainder of this Resolution; and

BE IT FURTHER RESOLVED, that notwithstanding anything set forth herein to the contrary, the Board shall be permitted to amend, modify, repeal or otherwise act as to those topics which are the subject of this Resolution provided said acts are consistent with public policy, Board bylaws, township ordinances, local, state and federal laws and rules and regulations promulgated thereunder; and

BE IT FURTHER RESOLVED, that an original signed, conformed and compared copy of this Resolution be accessible and maintained as an official Board record pursuant to and in accordance with the "Open Public Records Act"; N.J.S.A. 47:1A-1, *et seq.* and the "Destruction of Public Records Law (1953)"; N.J.S.A. 47:3-8.1, *et seq.* as set forth by the State of New Jersey

Municipal Agency Record Retention Schedule promulgated by the Division of Archives and Record Management.

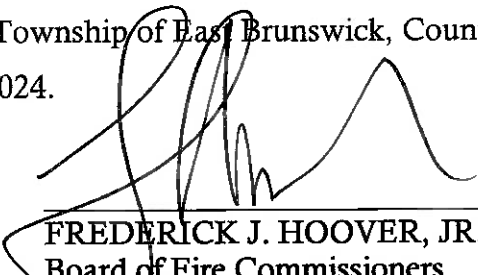
CERTIFICATION

I, FREDERICK J. HOOVER, JR., Clerk of the Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, do hereby certify that the foregoing is a true conformed and compared copy of an original Resolution now on file and of record in the District office which was duly adopted at a public meeting held on the 5<sup>th</sup> day of March, 2024.

I do further certify that the said Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, is composed of - 5 - members, and that - 5 - members were present and - 5 - members voted affirmatively for the adoption of the Resolution and - 0 - members voted against the adoption of the Resolution.

The undersigned further certifies that the above Resolution has not been repealed or amended and remains in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of said Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, on this 5<sup>th</sup> day of March, 2024.



FREDERICK J. HOOVER, JR., CLERK  
Board of Fire Commissioners  
Fire District No. 1  
Township of East Brunswick

**RESOLUTION APPOINTING REGULAR PART TIME FIRE INSPECTOR(S) [FIRE PREVENTION SPECIALIST(S)] PURSUANT TO N.J.A.C. 5:71-3.2(b)**

WHEREAS, the Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, has been designated the local enforcing agency pursuant to and in accordance with the "Uniform Fire Safety Act" (P.L. 1983, Chapter 383; N.J.S.A. 52:27D-192 et seq.) and the Uniform Fire Code; N.J.A.C. 5:71-1.1 et seq.; and

WHEREAS, in order to effectuate its mandated charge under the aforementioned "Act" and "Code", the Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, has established the Bureau of Fire Prevention within the Township which is under the direct control and supervision of the Board; and

WHEREAS, the Board has created the paid position of Fire Prevention Specialist pursuant to N.J.S.A. 40A:14-81.1 and N.J.S.A. 11A:1-1 et seq.; and

WHEREAS, N.J.A.C.5:71-3.2(b) mandates that the local enforcing agency provide an adequate number of Fire Inspectors (Fire Prevention Specialists) to complete all necessary inspections and review all permit applications and to act on them in a timely manner when violations are found and not corrected; and

WHEREAS, the Board, upon the recommendation of the Fire Official within the Township, finds and determines that there is a need for a Regular Part Time Fire Inspector (Fire Prevention Specialist) within the Township to enforce the "Act" and "Code".

NOW, THEREFORE, BE IT RESOVLED, by the Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, that it appoint the following Regular Part Time Fire Inspector (Fire Prevention Specialist):

1. Craig Taureck; and

BE IT FURTHER RESOLVED, that the appointee be hired at a salary of twenty-four dollars and fifty cents (\$24.50) per hour, not to exceed twenty (20) hours per week on average; and

BE IT FURTHER RESOLVED, that the sum of twenty-four dollars and fifty cents (\$24.50) per hour, not to exceed twenty (20) hours per week on average, appears in the 2024 budget under the caption of Administration - Personnel - Salary & Wages (excluding Commissioners) and is hereby appropriated under the said caption of the operating section of the 2024 budget; and

BE IT FURTHER RESOLVED, that, pursuant to N.J.A.C. 5:30-5.5(b), the certification of available funds shall be certified as of the date of the within Resolution and shall be chargeable to the above said line item as incurred to the maximum amount of same unless otherwise increased as



permitted by law and a separate certification of availability of funds is made by the Board's Qualified Purchasing Agent; and

BE IT FURTHER RESOLVED, that said appointment is being made in accordance with Title 11A of the laws of the State and Rules and Regulations promulgated thereto and shall take effect retroactive to January 1, 2024; and

BE IT FURTHER RESOLVED, that a copy of this Resolution be forwarded to the Board Auditor, Lauren Holman, C.P.A., of the firm of Holman, Frenia and Allison, P.C., 1985 Cedar Bridge Avenue, Suite 3, Lakewood, New Jersey 08701, for inclusion in Board's future filings and recordings; and

BE IT FURTHER RESOLVED, that a copy of this Resolution be forwarded to the New Jersey Department of Community Affairs, Division of Fire Safety, for its information and records; and

BE IT FURTHER RESOLVED, that the duties of the Fire Inspectors (Fire Prevention Specialists) are those as set forth in N.J.A.C. 5:71-3.3, N.J.S.A. 11A:1-1, *et seq.* and the Rules and Regulations promulgated thereunder, Board Employment Responsibility Description and as directed from time to time by the Board and/or its designee; and

BE IT FURTHER RESOLVED, that the within Resolution shall be effective immediately upon passage; and

BE IT FURTHER RESOLVED, that any resolution or part of a resolution inconsistent herewith is hereby repealed or otherwise revoked; and

BE IT FURTHER RESOLVED, that if any section, paragraph, sentence, clause or phrase in this Resolution is for any reason held or determined to be unconstitutional or invalid, same shall not affect the remainder of this Resolution; and

BE IT FURTHER RESOLVED, that notwithstanding anything set forth herein to the contrary, the Board shall be permitted to amend, modify, repeal or otherwise act as to those topics which are the subject of this Resolution provided said acts are consistent with public policy, Board bylaws, township ordinances, local, state and federal laws and rules and regulations promulgated thereunder; and

BE IT FURTHER RESOLVED, that an original signed, conformed and compared copy of this Resolution be accessible and maintained as an official Board record pursuant to and in accordance with the "Open Public Records Act"; N.J.S.A. 47:1A-1, *et seq.* and the "Destruction of Public Records Law (1953)"; N.J.S.A. 47:3-8.1, *et seq.* as set forth by the State of New Jersey

Municipal Agency Record Retention Schedule promulgated by the Division of Archives and Record Management.

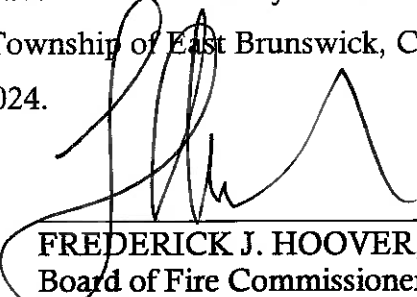
CERTIFICATION

I, FREDERICK J. HOOVER, JR., Clerk of the Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, do hereby certify that the foregoing is a true conformed and compared copy of an original Resolution now on file and of record in the District office which was duly adopted at a public meeting held on the 5<sup>th</sup> day of March, 2024.

I do further certify that the said Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, is composed of - 5 - members, and that - 5 - members were present and - 5 - members voted affirmatively for the adoption of the Resolution and - 0 - members voted against the adoption of the Resolution.

The undersigned further certifies that the above Resolution has not been repealed or amended and remains in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of said Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, on this 5<sup>th</sup> day of March, 2024.



FREDERICK J. HOOVER, JR., CLERK  
Board of Fire Commissioners  
Fire District No. 1  
Township of East Brunswick

**RESOLUTION APPOINTING REGULAR PART TIME FIRE INSPECTOR(S) [FIRE PREVENTION SPECIALIST(S)] PURSUANT TO N.J.A.C. 5:71-3.2(b)**

WHEREAS, the Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, has been designated the local enforcing agency pursuant to and in accordance with the "Uniform Fire Safety Act" (P.L. 1983, Chapter 383; N.J.S.A. 52:27D-192 et seq.) and the Uniform Fire Code; N.J.A.C. 5:71-1.1 et seq.; and

WHEREAS, in order to effectuate its mandated charge under the aforementioned "Act" and "Code", the Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, has established the Bureau of Fire Prevention within the Township which is under the direct control and supervision of the Board; and

WHEREAS, the Board has created the paid position of Fire Prevention Specialist pursuant to N.J.S.A. 40A:14-81.1 and N.J.S.A. 11A:1-1 et seq.; and

WHEREAS, N.J.A.C.5:71-3.2(b) mandates that the local enforcing agency provide an adequate number of Fire Inspectors (Fire Prevention Specialists) to complete all necessary inspections and review all permit applications and to act on them in a timely manner when violations are found and not corrected; and

WHEREAS, the Board, upon the recommendation of the Fire Official within the Township, finds and determines that there is a need for a Regular Part Time Fire Inspector (Fire Prevention Specialist) within the Township to enforce the "Act" and "Code".

NOW, THEREFORE, BE IT RESOVLED, by the Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, that it appoint the following Regular Part Time Fire Inspector (Fire Prevention Specialist):

1. Joseph Serrao; and

BE IT FURTHER RESOLVED, that the appointee be hired at a salary of twenty-five dollars (\$25.00) per hour, not to exceed twenty (20) hours per week on average; and

BE IT FURTHER RESOLVED, that the sum of twenty-five dollars (\$25.00) per hour, not to exceed twenty (20) hours per week on average, appears in the 2024 budget under the caption of Administration - Personnel - Salary & Wages (excluding Commissioners) and is hereby appropriated under the said caption of the operating section of the 2024 budget; and

BE IT FURTHER RESOLVED, that, pursuant to N.J.A.C. 5:30-5.5(b), the certification of available funds shall be certified as of the date of the within Resolution and shall be chargeable to the above said line item as incurred to the maximum amount of same unless otherwise increased as

permitted by law and a separate certification of availability of funds is made by the Board's Qualified Purchasing Agent; and

BE IT FURTHER RESOLVED, that said appointment is being made in accordance with Title 11A of the laws of the State and Rules and Regulations promulgated thereto and shall take effect retroactive to January 1, 2024; and

BE IT FURTHER RESOLVED, that a copy of this Resolution be forwarded to the Board Auditor, Lauren Holman, C.P.A., of the firm of Holman, Frenia and Allison, P.C., 1985 Cedar Bridge Avenue, Suite 3, Lakewood, New Jersey 08701, for inclusion in Board's future filings and recordings; and

BE IT FURTHER RESOLVED, that a copy of this Resolution be forwarded to the New Jersey Department of Community Affairs, Division of Fire Safety, for its information and records; and

BE IT FURTHER RESOLVED, that the duties of the Fire Inspectors (Fire Prevention Specialists) are those as set forth in N.J.A.C. 5:71-3.3, N.J.S.A. 11A:1-1, *et seq.* and the Rules and Regulations promulgated thereunder, Board Employment Responsibility Description and as directed from time to time by the Board and/or its designee; and

BE IT FURTHER RESOLVED, that the within Resolution shall be effective immediately upon passage; and

BE IT FURTHER RESOLVED, that any resolution or part of a resolution inconsistent herewith is hereby repealed or otherwise revoked; and

BE IT FURTHER RESOLVED, that if any section, paragraph, sentence, clause or phrase in this Resolution is for any reason held or determined to be unconstitutional or invalid, same shall not affect the remainder of this Resolution; and

BE IT FURTHER RESOLVED, that notwithstanding anything set forth herein to the contrary, the Board shall be permitted to amend, modify, repeal or otherwise act as to those topics which are the subject of this Resolution provided said acts are consistent with public policy, Board bylaws, township ordinances, local, state and federal laws and rules and regulations promulgated thereunder; and

BE IT FURTHER RESOLVED, that an original signed, conformed and compared copy of this Resolution be accessible and maintained as an official Board record pursuant to and in accordance with the "Open Public Records Act"; N.J.S.A. 47:1A-1, *et seq.* and the "Destruction of Public Records Law (1953)"; N.J.S.A. 47:3-8.1, *et seq.* as set forth by the State of New Jersey

Municipal Agency Record Retention Schedule promulgated by the Division of Archives and Record Management.

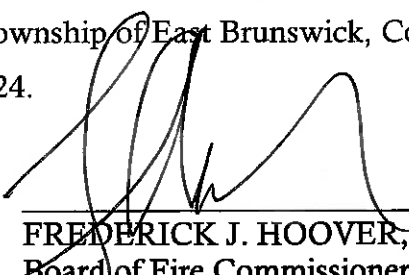
CERTIFICATION

I, FREDERICK J. HOOVER, JR., Clerk of the Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, do hereby certify that the foregoing is a true conformed and compared copy of an original Resolution now on file and of record in the District office which was duly adopted at a public meeting held on the 5<sup>th</sup> day of March, 2024.

I do further certify that the said Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, is composed of - 5 - members, and that - 5 - members were present and - 5 - members voted affirmatively for the adoption of the Resolution and - 0 - members voted against the adoption of the Resolution.

The undersigned further certifies that the above Resolution has not been repealed or amended and remains in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of said Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, on this 5<sup>th</sup> day of March, 2024.



FREDERICK J. HOOVER, JR., CLERK  
Board of Fire Commissioners  
Fire District No. 1  
Township of East Brunswick

**RESOLUTION APPOINTING REGULAR PART TIME FIRE INSPECTOR(S) [FIRE PREVENTION SPECIALIST(S)] PURSUANT TO N.J.A.C. 5:71-3.2(b)**

WHEREAS, the Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, has been designated the local enforcing agency pursuant to and in accordance with the "Uniform Fire Safety Act" (P.L. 1983, Chapter 383; N.J.S.A. 52:27D-192 et seq.) and the Uniform Fire Code; N.J.A.C. 5:71-1.1 et seq.; and

WHEREAS, in order to effectuate its mandated charge under the aforementioned "Act" and "Code", the Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, has established the Bureau of Fire Prevention within the Township which is under the direct control and supervision of the Board; and

WHEREAS, the Board has created the paid position of Fire Prevention Specialist pursuant to N.J.S.A. 40A:14-81.1 and N.J.S.A. 11A:1-1 et seq.; and

WHEREAS, N.J.A.C.5:71-3.2(b) mandates that the local enforcing agency provide an adequate number of Fire Inspectors (Fire Prevention Specialists) to complete all necessary inspections and review all permit applications and to act on them in a timely manner when violations are found and not corrected; and

WHEREAS, the Board, upon the recommendation of the Fire Official within the Township, finds and determines that there is a need for a Regular Part Time Fire Inspector (Fire Prevention Specialist) within the Township to enforce the "Act" and "Code".

NOW, THEREFORE, BE IT RESOVLED, by the Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, that it appoint the following Regular Part Time Fire Inspector (Fire Prevention Specialist):

1. Joseph Bassano; and

BE IT FURTHER RESOLVED, that the appointee be hired at a salary of twenty-five dollars (\$25.00) per hour, not to exceed twenty (20) hours per week on average; and

BE IT FURTHER RESOLVED, that the sum of twenty-five dollars (\$25.00) per hour, not to exceed twenty (20) hours per week on average, appears in the 2024 budget under the caption of Administration - Personnel - Salary & Wages (excluding Commissioners) and is hereby appropriated under the said caption of the operating section of the 2024 budget; and

BE IT FURTHER RESOLVED, that, pursuant to N.J.A.C. 5:30-5.5(b), the certification of available funds shall be certified as of the date of the within Resolution and shall be chargeable to the above said line item as incurred to the maximum amount of same unless otherwise increased as

permitted by law and a separate certification of availability of funds is made by the Board's Qualified Purchasing Agent; and

BE IT FURTHER RESOLVED, that said appointment is being made in accordance with Title 11A of the laws of the State and Rules and Regulations promulgated thereto and shall take effect retroactive to January 1, 2024; and

BE IT FURTHER RESOLVED, that a copy of this Resolution be forwarded to the Board Auditor, Lauren Holman, C.P.A., of the firm of Holman, Frenia and Allison, P.C., 1985 Cedar Bridge Avenue, Suite 3, Lakewood, New Jersey 08701, for inclusion in Board's future filings and recordings; and

BE IT FURTHER RESOLVED, that a copy of this Resolution be forwarded to the New Jersey Department of Community Affairs, Division of Fire Safety, for its information and records; and

BE IT FURTHER RESOLVED, that the duties of the Fire Inspectors (Fire Prevention Specialists) are those as set forth in N.J.A.C. 5:71-3.3, N.J.S.A. 11A:1-1, *et seq.* and the Rules and Regulations promulgated thereunder, Board Employment Responsibility Description and as directed from time to time by the Board and/or its designee; and

BE IT FURTHER RESOLVED, that the within Resolution shall be effective immediately upon passage; and

BE IT FURTHER RESOLVED, that any resolution or part of a resolution inconsistent herewith is hereby repealed or otherwise revoked; and

BE IT FURTHER RESOLVED, that if any section, paragraph, sentence, clause or phrase in this Resolution is for any reason held or determined to be unconstitutional or invalid, same shall not affect the remainder of this Resolution; and

BE IT FURTHER RESOLVED, that notwithstanding anything set forth herein to the contrary, the Board shall be permitted to amend, modify, repeal or otherwise act as to those topics which are the subject of this Resolution provided said acts are consistent with public policy, Board bylaws, township ordinances, local, state and federal laws and rules and regulations promulgated thereunder; and

BE IT FURTHER RESOLVED, that an original signed, conformed and compared copy of this Resolution be accessible and maintained as an official Board record pursuant to and in accordance with the "Open Public Records Act"; N.J.S.A. 47:1A-1, *et seq.* and the "Destruction of Public Records Law (1953)"; N.J.S.A. 47:3-8.1, *et seq.* as set forth by the State of New Jersey

Municipal Agency Record Retention Schedule promulgated by the Division of Archives and Record Management.

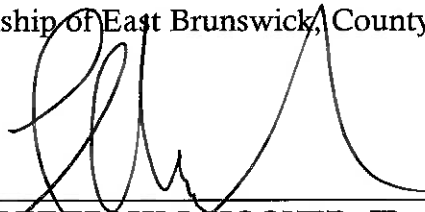
CERTIFICATION

I, FREDERICK J. HOOVER, JR., Clerk of the Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, do hereby certify that the foregoing is a true conformed and compared copy of an original Resolution now on file and of record in the District office which was duly adopted at a public meeting held on the 5<sup>th</sup> day of March, 2024.

I do further certify that the said Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, is composed of - 5 - members, and that - 5 - members were present and - 5 - members voted affirmatively for the adoption of the Resolution and - 0 - members voted against the adoption of the Resolution.

The undersigned further certifies that the above Resolution has not been repealed or amended and remains in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of said Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, on this 5<sup>th</sup> day of March, 2024.



---

FREDERICK J. HOOVER, JR., CLERK  
Board of Fire Commissioners  
Fire District No. 1  
Township of East Brunswick



**RESOLUTION APPOINTING A PART TIME FIRE OFFICIAL (FIRE MARSHAL)**  
**PURSUANT TO N.J.A.C. 5:71-3.2**

**WHEREAS**, the “Uniform Fire Safety Act”, N.J.S.A. 52:27D-192 et seq., was enacted with its purpose and intent to ensure that the lives and property of the state’s citizens are protected by a uniform minimum fire safety code; and

**WHEREAS**, pursuant to the “Act” and in accordance with the “Administrative Procedure Act”, P.L. 1968, C.410 (N.J.S.A. 52:14B-1 et seq.), rules and regulations have been promulgated and have been embodied in the Uniform Fire Code, N.J.A.C. 5:70-1 et seq.; and

**WHEREAS**, pursuant to said “Act” and “Code”, the Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, has been designated the Local Enforcing Agency (LEA) with the mandated charge of enforcement of the “Act” and “Code”; and

**WHEREAS**, the Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, has created the Bureau of Fire Prevention which is directly controlled and supervised by the Board of Fire Commissioners of Fire District No. 1 for the purpose and intent of enforcing said “Act” and “Code”; and

**WHEREAS**, pursuant to N.J.S.A. 40A:14-81.1, the Board of Fire Commissioners of Fire District No. 1 has created the paid position of Part Time Fire Official (Fire Marshal); and

**WHEREAS**, since its inception, the Board of Fire Commissioners of Fire District No. 1 has appointed a Part Time Fire Official (Fire Marshal) pursuant to N.J.A.C. 5:71-3.2 and N.J.S.A. 11A:1-1 et seq. to serve as the Chief Administrator of the Bureau of Fire Prevention to establish the day to day operating routines of the Bureau of Fire Prevention and to coordinate the activities of the inspectors and other staff.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, that it appoint Jaysen Whalen as Part Time Fire Official (Fire Marshal) to administer the Bureau of Fire Prevention on a permanent basis; and

**BE IT FURTHER RESOLVED**, that said appointment shall be effective retroactive to January 1, 2024; and

**BE IT FURTHER RESOLVED**, that the appointee be hired at a salary of thirty-two dollars (\$32.00) per hour, not to exceed thirty (30) hours per week on average; and

**BE IT FURTHER RESOLVED**, that the sum of thirty-two dollars (\$32.00) per hour, not to exceed thirty (30) hours per week on average, appears in the 2024 budget under the caption of Administration - Personnel - Salary & Wages (excluding Commissioners) and is hereby appropriated under the said caption of the operating section of the 2024 budget; and

**BE IT FURTHER RESOLVED**, that, pursuant to N.J.A.C. 5:30-5.5(b), the certification of available funds shall be certified as of the date of the within Resolution and shall be chargeable to the above said line item as incurred to the maximum amount of same unless otherwise increased as permitted by law and a separate certification of availability of funds is made by the Board's Qualified Purchasing Agent; and

**BE IT FURTHER RESOLVED**, that the duties of the Part Time Fire Official (Fire Marshal) shall include those as set forth in N.J.A.C. 5:71-3.3 and the employment responsibilities description developed by the Board after consulting the requirements under N.J.S.A. 11A:1-1 et seq. and the rules and regulations promulgated thereunder; and

**BE IT FURTHER RESOLVED**, that a copy of this Resolution be forwarded to the New Jersey Department of Community Affairs, Division of Fire Safety, for its records; and

**BE IT FURTHER RESOLVED**, that the within Resolution shall be effective immediately upon passage; and

**BE IT FURTHER RESOLVED**, that any resolution or part of a resolution inconsistent herewith is hereby repealed or otherwise revoked; and

**BE IT FURTHER RESOLVED**, that if any section, paragraph, sentence, clause or phrase in this Resolution is for any reason held or determined to be unconstitutional or invalid, same shall not affect the remainder of this Resolution; and

**BE IT FURTHER RESOLVED**, that notwithstanding anything set forth herein to the contrary, the Board shall be permitted to amend, modify, repeal or otherwise act as to those topics which are the subject of this Resolution provided said acts are consistent with public policy, Board bylaws, township ordinances, local, state and federal laws and rules and regulations promulgated thereunder; and

**BE IT FURTHER RESOLVED**, that an original signed, conformed and compared copy of this Resolution be accessible and maintained as an official Board record pursuant to and in accordance with the "Open Public Records Act"; N.J.S.A. 47:1A-1, *et seq.* and the "Destruction of Public Records Law (1953)"; N.J.S.A. 47:3-8.1, *et seq.* as set forth by the State of New Jersey Municipal Agency Record Retention Schedule promulgated by the Division of Archives and Record Management.

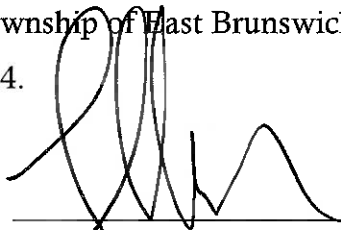
### **CERTIFICATION**

I, **FREDERICK J. HOOVER, JR.**, Clerk of the Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, do hereby certify that the foregoing is a true conformed and compared copy of an original Resolution now on file and of record in the District office which was duly adopted at a public meeting held on the 5<sup>th</sup> day of March, 2024.

I do further certify that the said Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, is composed of - 5 - members and that - 5 - members were present and - 5 - members voted affirmatively for the adoption of the Resolution and - 0 - members voted against the adoption of the Resolution.

The undersigned further certifies that the above Resolution has not been repealed or amended and remains in full force and effect.

**IN WITNESS WHEREOF**, I have hereunto set my hand and seal of said Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, on this 5<sup>th</sup> day of March, 2024.



**FREDERICK J. HOOVER, JR., CLERK**  
**Board of Fire Commissioners**  
**Fire District No. 1**  
**Township of East Brunswick**

**RESOLUTION APPOINTING AN EXECUTIVE ADMINISTRATIVE ASSISTANT**

WHEREAS, the Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, has authority to create a paid position to assist in administrating the District; and

WHEREAS, the Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, has created the paid position of Executive Administrative Assistant; and

WHEREAS, said position was duly noticed in accordance with law; and

WHEREAS, a resolution was passed setting forth the terms and conditions of employment; and

WHEREAS, the Board found it necessary to have an Executive Administrative Assistant and did, in fact, retain the services of John Talbot.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, that it re-affirm the employment of John Talbot for the position of Executive Administrative Assistant at a base salary of thirty-three dollars (\$33.00) per hour, not to exceed thirty-two (32) hours per week on average; and

BE IT FURTHER RESOLVED, that the sum of thirty-three dollars (\$33.00) per hour, not to exceed thirty-two (32) hours per week on average, appears in the 2024 budget under the caption of Administration – Personnel – Salary & Wages (excluding Commissioners) and is hereby appropriated under the said caption of the operating section of the 2024 budget; and

BE IT FURTHER RESOLVED, that, pursuant to N.J.A.C. 5:30-5.5(b), the certification of available funds shall be certified as of the date of the within Resolution and shall be chargeable to the above said line item as incurred to the maximum amount of same unless otherwise increased as permitted by law and a separate certification of availability of funds is made by the Board's Qualified Purchasing Agent; and

BE IT FURTHER RESOLVED, that the within Resolution shall be effective immediately upon passage; and

BE IT FURTHER RESOLVED, that any resolution or part of a resolution inconsistent herewith is hereby repealed or otherwise revoked; and

BE IT FURTHER RESOLVED, that if any section, paragraph, sentence, clause or phrase in this Resolution is for any reason held or determined to be unconstitutional or invalid, same shall not

affect the remainder of this Resolution; and

BE IT FURTHER RESOLVED, that notwithstanding anything set forth herein to the contrary, the Board shall be permitted to amend, modify, repeal or otherwise act as to those topics which are the subject of this Resolution provided said acts are consistent with public policy, Board bylaws, township ordinances, local, state and federal laws and rules and regulations promulgated thereunder; and

BE IT FURTHER RESOLVED, that an original signed, conformed and compared copy of this Resolution be accessible and maintained as an official Board record pursuant to and in accordance with the "Open Public Records Act"; N.J.S.A. 47:1A-1, *et seq.* and the "Destruction of Public Records Law (1953)"; N.J.S.A. 47:3-8.1, *et seq.* as set forth by the State of New Jersey Municipal Agency Record Retention Schedule promulgated by the Division of Archives and Record Management.

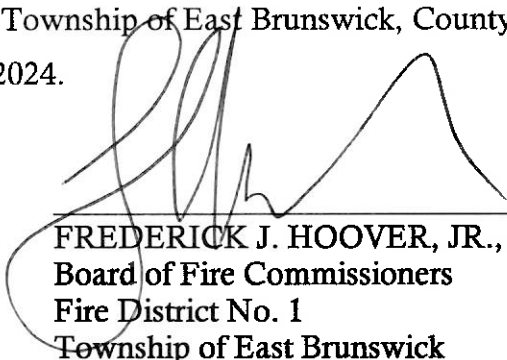
#### CERTIFICATION

I, FREDERICK J. HOOVER, JR., Clerk of the Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, do hereby certify that the foregoing is a true conformed and compared copy of an original Resolution now on file and of record in the District office which was duly adopted at a public meeting held on the 5<sup>th</sup> day of March, 2024.

I do further certify that the said Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, is composed of - 5 - members, and that - 5 - members were present and - 5 - members voted affirmatively for the adoption of the Resolution and - 0 - members voted against the adoption of the Resolution.

The undersigned further certifies that the above Resolution has not been repealed or amended and remains in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of said Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, on this 5<sup>th</sup> day of March, 2024.



FREDERICK J. HOOVER, JR., CLERK  
Board of Fire Commissioners  
Fire District No. 1  
Township of East Brunswick

**RESOLUTION DESIGNATING NEWSPAPERS AND  
PUBLIC PLACES FOR POSTINGS PURSUANT TO N.J.S.A. 10:4-8**

WHEREAS, the Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, is mandated pursuant to and in accordance with the laws of the State of New Jersey to publish, post or otherwise deliver certain notices of public concern regarding matters including, but not limited to, elections, budgets, public hearings, public meetings, public bids and other various activities and functions undertaken by the Board; and

WHEREAS, the Board is likewise required to post various notices of the above set forth activities, events and functions in public places normally reserved for same.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, that the Home News Tribune be and the same is hereby designated as the official newspaper for publications of all required notices for fiscal year 2024; and

BE IT FURTHER RESOLVED, that the Star Ledger be and the same is hereby designated as the newspaper to receive for informational purposes only all meeting notices of the Board of Fire Commissioners of Fire District No. 1 during fiscal year 2024; and

BE IT FURTHER RESOLVED, that the bulletin board at the Municipal Building located at 1 Jean Walling Civic Center Drive, East Brunswick, New Jersey, is hereby designated as the official place where all required official notices are to be posted; and

BE IT FURTHER RESOLVED, that the Township Clerk of the Township of East Brunswick shall be the individual designated by the Board to receive all required public notices; and

BE IT FURTHER RESOLVED, that all required public notices be also be posted at the District Office/Bureau of Fire Safety, 680 Old Bridge Turnpike, East Brunswick, New Jersey; Old Bridge Volunteer Fire Department, Station 1, 5 Pine Street, East Brunswick, New Jersey; Old Bridge Volunteer Fire Department, Station 2, Civic Center Fire House, 310 Rues Lane, East Brunswick, New Jersey; and Old Bridge Volunteer Fire Department, Station 3, Old Stage and Corner of Fern Road, East Brunswick, New Jersey; and

BE IT FURTHER RESOLVED, that all required official notices be posted on the District web site, [www.ebfd1board.org](http://www.ebfd1board.org); and

BE IT FURTHER RESOLVED, that the within Resolution shall be effective immediately upon passage; and

BE IT FURTHER RESOLVED, that any resolution or part of a resolution inconsistent herewith is hereby repealed or otherwise revoked; and

BE IT FURTHER RESOLVED, that if any section, paragraph, sentence, clause or phrase in this Resolution is for any reason held or determined to be unconstitutional or invalid, same shall not affect the remainder of this Resolution; and

BE IT FURTHER RESOLVED, that notwithstanding anything set forth herein to the contrary, the Board shall be permitted to amend, modify, repeal or otherwise act as to those topics which are the subject of this Resolution provided said acts are consistent with public policy, Board bylaws, township ordinances, local, state and federal laws and rules and regulations promulgated thereunder; and

BE IT FURTHER RESOLVED, that an original signed, conformed and compared copy of this Resolution be accessible and maintained as an official Board record pursuant to and in accordance with the "Open Public Records Act"; N.J.S.A. 47:1A-1, *et seq.* and the "Destruction of Public Records Law (1953)"; N.J.S.A. 47:3-8.1, *et seq.* as set forth by the State of New Jersey Municipal Agency Record Retention Schedule promulgated by the Division of Archives and Record Management.

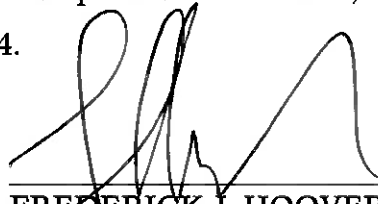
#### CERTIFICATION

I, FREDERICK J. HOOVER, JR., Clerk of the Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, do hereby certify that the foregoing is a true conformed and compared copy of an original Resolution now on file and of record in the District office which was duly adopted at a public meeting held on the 5<sup>th</sup> day of March, 2024.

I do further certify that the said Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, is composed of - 5 - members, and that - 5 - members were present and - 5 - members voted affirmatively for the adoption of the Resolution and - 0 - members voted against the adoption of the Resolution.

The undersigned further certifies that the above Resolution has not been repealed or amended and remains in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of said Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, on this 5<sup>th</sup> day of March, 2024.

A handwritten signature in black ink, appearing to read 'F. Hoover, Jr.', written over a horizontal line.

FREDERICK J. HOOVER, JR., CLERK  
Board of Fire Commissioners  
Fire District No. 1  
Township of East Brunswick



**RESOLUTION AUTHORIZING ESTABLISHMENT OF AN OFFICIAL DEPOSITORY  
PURSUANT TO N.J.S.A. 17:9-9**

WHEREAS, the Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, has adopted a cash management plan pursuant to N.J.S.A. 40A:5-14; and

WHEREAS, said plan includes designation of an official public depository as defined in the "Governmental Unit Deposit Protection Act": N.J.S.A. 17:9-41, *et seq.*; and

WHEREAS, N.J.S.A. 17:9-9 mandates a public entity charged with the custody and control of public money to designate, by resolution, an official depository; and

WHEREAS, Provident Bank qualifies as an official public depository pursuant to the "Governmental Unit Deposit Protection Act" (GUDPA) and is insured by the Federal Deposit Insurance Corporation (FDIC).

NOW, THEREFORE, BE IT RESOLVED, by the Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, that it designate Provident Bank as its official public depository for fiscal year 2024; and

BE IT FURTHER RESOLVED, that the hereinafter set forth Commissioners be designated as official signatories on all accounts: Steven Ansalone, Frederick J. Hoover, Jr., Robert C. McDonald, Michael P. Mosher and Bruce R. Smith; and

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 40A:14-89 all money to be disbursed by check, drafts or warrants be signed by three (3) commissioners or in such other manner or form as prescribed by the Board; and

BE IT FURTHER RESOLVED, that a copy of this Resolution be forwarded to the Board Auditor, Lauren Holman, C.P.A., of the firm of Holman, Frenia and Allison, P.C., 1985 Cedar Bridge Avenue, Suite 3, Lakewood, New Jersey 08701; and

BE IT FURTHER RESOLVED, that the within Resolution shall be effective immediately upon passage; and

BE IT FURTHER RESOLVED, that any resolution or part of a resolution inconsistent herewith is hereby repealed or otherwise revoked; and

BE IT FURTHER RESOLVED, that if any section, paragraph, sentence, clause or phrase in this Resolution is for any reason held or determined to be unconstitutional or invalid, same shall not affect the remainder of this Resolution; and

BE IT FURTHER RESOLVED, that notwithstanding anything set forth herein to the contrary, the Board shall be permitted to amend, modify, repeal or otherwise act as to those topics which are the subject of this Resolution provided said acts are consistent with public policy, Board bylaws, township ordinances, local, state and federal laws and rules and regulations promulgated thereunder; and

BE IT FURTHER RESOLVED, that an original signed, conformed and compared copy of this Resolution be accessible and maintained as an official Board record pursuant to and in accordance with the "Open Public Records Act"; N.J.S.A. 47:1A-1, *et seq.* and the "Destruction of Public Records Law (1953)"; N.J.S.A. 47:3-8.1, *et seq.* as set forth by the State of New Jersey Municipal Agency Record Retention Schedule promulgated by the Division of Archives and Record Management.

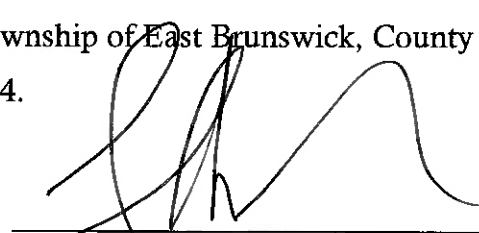
#### CERTIFICATION

I, FREDERICK J. HOOVER, JR., Clerk of the Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, do hereby certify that the foregoing is a true conformed and compared copy of an original Resolution now on file and of record in the District office which was duly adopted at a public meeting held on the 5<sup>th</sup> day of March, 2024.

I do further certify that the said Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, is composed of - 5 - members, and that - 5 - members were present and - 5 - members voted affirmatively for the adoption of the Resolution and - 0 - members voted against the adoption of the Resolution.

The undersigned further certifies that the above Resolution has not been repealed or amended and remains in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of said Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, on this 5<sup>th</sup> day of March, 2024.



---

FREDERICK J. HOOVER, JR., CLERK  
Board of Fire Commissioners  
Fire District No. 1  
Township of East Brunswick

**RESOLUTION AWARDING A CONTRACT FOR LEGAL SERVICES**

WHEREAS, the Board of Fire Commissioners has a need to acquire professional legal services for the period, March 5, 2024, through March 4, 2025, as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5 et seq.; and

WHEREAS, the Qualified Purchasing Agent has determined and certified in writing that the value of those services will exceed \$17,500.00; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., exempts professional services from public advertising for bids when awarded as a non-fair and open contract by resolution of the governing body; and

WHEREAS, the Attorney has indicated that the required services will be provided as specified below for the Board at the rates and terms specified in the contract as substantially similar to those attached; and

WHEREAS, the firm will complete and submit a Business Entity Disclosure Certification, which Certification provides that the firm has not made any reportable contributions to candidate committees, joint candidates committees or political party committees representing the elected officials of the Board in the one year period preceding the award of the Contract, and that the Contract will prohibit the firm from making any reportable contributions through the term of the contract that would bar the award of this Agreement pursuant to N.J.S.A. 19:44A-20.5 et seq., and

WHEREAS, the firm will complete and submit a Political Contribution Disclosure Form and a Statement of Ownership Disclosure, as required pursuant to N.J.S.A. 19:44A-20.26, no later than ten (10) days prior to entering into the contract, disclosing all reportable political contributions (more than \$300.00 per election cycle) made over the twelve (12) months prior to submission to the committees of the government entities listed on the Form provided by the Board; and

WHEREAS, the Qualified Purchasing Agent has and will certify as to the availability of funds at the time of service.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, hereby awards a professional legal services contract to the firm of Sendzik & Sendzik, P.C., for services as directed by the Board and agreed upon by and between the parties; and

BE IT FURTHER RESOLVED, that the Business Entity Disclosure Certification, Political Contribution Disclosure Form, Statement of Owner Disclosure, Determination of Value and Certificate of Availability of Funds be placed on file in the District office with the executed Contract and authorizing Resolution; and

BE IT FURTHER RESOLVED, that the contract be awarded through a non-fair and open process and without a competitive bid pursuant to N.J.S.A. 19:44A-20.5 and as professional services, pursuant to N.J.S.A. 40A:11-1 et seq.; and

BE IT FURTHER RESOLVED, a notice of this award be printed in the official newspaper of the Board of Fire Commissioners in accordance with N.J.S.A. 40A:11-1 et seq. The Notice will be substantially as follows:

#### NOTICE OF NON-FAIR AND OPEN CONTRACT AWARD

The Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, has awarded a contract through a non-fair and open process and without a competitive bid pursuant to N.J.S.A. 19:44A-20.5 and as a professional service pursuant to N.J.S.A. 40A:11-5(1)(a)(i). The Contract and Resolution authorizing same are on file and available for public inspection in the District office, 680 Old Bridge Turnpike, East Brunswick, New Jersey.

Awarded to: Sendzik & Sendzik, P.C.

Services: Legal Services

Term: March 5, 2024, through March 4, 2025

Cost: \$165.00 per hour; and

BE IT FURTHER RESOLVED, that the Board Chairman be authorized to execute any and all documents to effectuate the intent and purpose of the within Resolution and the Clerk attest thereto; and

BE IT FURTHER RESOLVED, that the within Resolution shall be effective immediately upon passage; and

BE IT FURTHER RESOLVED, that any resolution or part of a resolution inconsistent herewith is hereby repealed or otherwise revoked; and

BE IT FURTHER RESOLVED, that if any section, paragraph, sentence, clause or phrase in this Resolution is for any reason held or determined to be unconstitutional or invalid, same shall not affect the remainder of this Resolution; and

BE IT FURTHER RESOLVED, that notwithstanding anything set forth herein to the contrary, the Board shall be permitted to amend, modify, repeal or otherwise act as to those topics which are the subject of this Resolution provided said acts are consistent with public policy, Board bylaws, township ordinances, local, state and federal laws and rules and regulations promulgated thereunder; and

BE IT FURTHER RESOLVED, that an original signed, conformed and compared copy of this Resolution be accessible and maintained as an official Board record pursuant to and in accordance with the "Open Public Records Act"; N.J.S.A. 47:1A-1, *et seq.* and the "Destruction of Public Records Law

(1953)"; N.J.S.A. 47:3-8.1, *et seq.* as set forth by the State of New Jersey Municipal Agency Record Retention Schedule promulgated by the Division of Archives and Record Management.

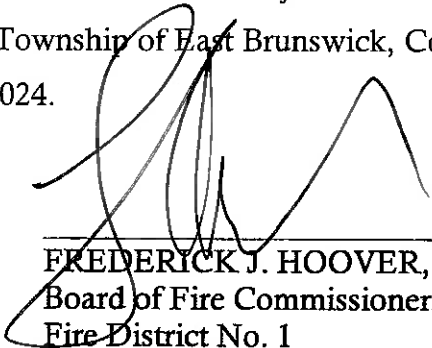
**CERTIFICATION**

I, FREDERICK J. HOOVER, JR., Clerk of the Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, do hereby certify that the foregoing is a true conformed and compared copy of an original Resolution now on file and of record in the District office which was duly adopted at a public meeting held on the 5<sup>th</sup> day of March, 2024.

I do further certify that the said Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, is composed of - 5 - members, and that - 5 - members were present and - 5 - members voted affirmatively for the adoption of the Resolution and - 0 - members voted against the adoption of the Resolution.

The undersigned further certifies that the above Resolution has not been repealed or amended and remains in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of said Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey, on this 5<sup>th</sup> day of March, 2024.



FREDERICK J. HOOVER, JR., CLERK  
Board of Fire Commissioners  
Fire District No. 1  
Township of East Brunswick

## CONTRACT FOR LEGAL SERVICES

This Contract is made on March 5, 2024, between the Commissioners of Fire District No. 1, Township of East Brunswick, County of Middlesex, State of New Jersey (hereinafter referred to as the "Board"), with an address of 680 Old Bridge Turnpike, East Brunswick, New Jersey 08816, and Kate Sendzik Haines, Esq., of the firm of Sendzik & Sendzik, P.C. (hereinafter referred to as the "Attorney"), with an office at 1808 Route 88, Brick, New Jersey 08724.

WHEREAS, the Board, as a public body duly organized under the laws of the State of New Jersey, requires the advice, consultation and other services of an attorney in the conduct of the public business for which it is charged; and

WHEREAS, the Board is permitted under the law to retain the services of an attorney; and

WHEREAS, the Attorney is duly licensed to practice law in the State of New Jersey and is willing to provide professional services for the Board as hereinafter provided in this Contract.

THEREFORE, the Board shall engage the services of the Attorney, and in consideration of the mutual promises contained in this Contract and in reliance on the above recitals, the parties agree as follows:

1. The Attorney will provide the Board, its agents, representatives or employees, advice by telephone or conference; attend all meetings as requested by the Board; prepare all legal documents, correspondence or other communication as requested by the Board; prosecution of any legal or equitable action or other claims; representation before governmental agencies or bodies; keep the Board informed of updates as to law; and perform such other legal services as requested by the Board;

2. For the services described in Paragraph 1 above, the Board agrees to pay the Attorney the sum of one hundred sixty-five dollars (\$165.00) per hour not to exceed the budgeted line item payable monthly upon submission by the Attorney of an itemized bill of services rendered and execution of the appropriate voucher or purchase order. In addition, the Board agrees to reimburse the Attorney for all reasonable, necessary and actual out-of-pocket expenses incurred in connection with the above services, payable upon presentation of a statement of the amount of those expenses upon the appropriate voucher or purchase order to the Board;

3. This Contract shall be effective March 5, 2024, and shall continue in effect until March 4, 2025;

4. The Attorney shall only perform those services as directed by the Board at a public meeting or by the Chairman of the Board;

5. The Attorney shall meet with a member of the Board when requested to review legal invoices;

6. If any action at law or in equity is brought to enforce or interpret the provisions of this Contract, the prevailing party shall be entitled to reasonable attorney fees in addition to any other relief available to the prevailing party;

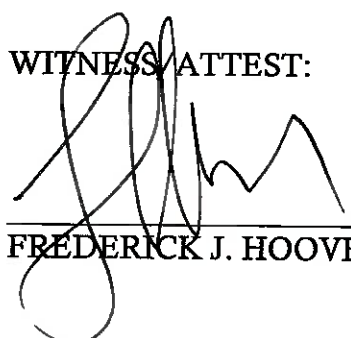
7. The validity of this Contract and of any of its terms or provisions, as well as the rights and duties of the parties to this Contract, shall be governed by and construed in accordance with the laws of the State of New Jersey;

8. All notices and other communications shall be sent by certified mail, return receipt requested, and shall be deemed to have been given when sent to the parties at their respective addresses as set forth above, unless a different address has been selected after the execution of this Contract and has been duly communicated to the party giving notice;

9. This Contract is contingent upon the Board's continued authorization and availability to fund same; and

10. This Contract constitutes the entire agreement of the parties and shall not be modified or amended except by a writing executed by both parties.

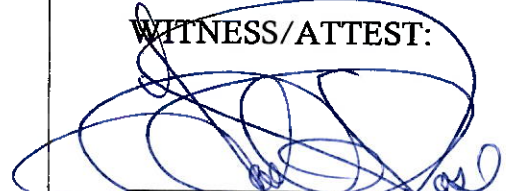
WITNESS/ATTEST:

  
FREDERICK J. HOOVER, JR., CLERK

BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT NO. 1  
TOWNSHIP OF EAST BRUNSWICK

  
By: BRUCE R. SMITH, CHAIRMAN

WITNESS/ATTEST:

  
LORETTA C. ROSE  
NOTARY PUBLIC  
STATE OF NEW JERSEY  
COMM. EXP. 07/15/2028

SENDZIK & SENDZIK, P.C.

  
By: KATE SENDZIK HAINES, ESQ.

**BUSINESS ENTITY DISCLOSURE CERTIFICATION**  
**FOR NON-FAIR AND OPEN CONTRACTS**  
Required Pursuant To N.J.S.A. 19:44A-20.8  
***EAST BRUNSWICK FIRE DISTRICT NO. 1***

**Part I – Vendor Affirmation**

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that the *Sendzik & Sendzik, P.C.* has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c. 19 would bar the award of this contract in the one year period preceding *March 5, 2024* to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the *Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick*, as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

Any individuals including Commissioners relating to the Fire District	

**Part II – Ownership Disclosure Certification**

☒ I certify that the list below contains the names and home addresses of all owners holding 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business entity:

☐ Partnership      ☐ Corporation      ☐ Sole Proprietorship      ☒ Subchapter S Corporation  
☐ Limited Partnership      ☐ Limited Liability Corporation      ☐ Limited Liability Partnership

Name of Stock or Shareholder	Home Address
Kate Sendzik Haines	548 Herbert Lane, Brick, New Jersey 08724

**Part 3 – Signature and Attestation:**

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: *Sendzik & Sendzik, P.C.*

Signature of Affiant: \_\_\_\_\_

Title: *Attorney at Law of New Jersey*

Printed Name of Affiant: *KATE SENDZIK HAINES*

Date: *March 5, 2024*

Subscribed and sworn before me this *5<sup>th</sup>* day of *March*, 2024.

My Commission expires: \_\_\_\_\_



LORETTA C. ROSE  
NOTARY PUBLIC  
STATE OF NEW JERSEY  
MY COMMISSION EXPIRES JULY 15, 2028

Witnessed or attested by) \_\_\_\_\_

(Seal)



**BUSINESS ENTITY DISCLOSURE CERTIFICATION**  
**FOR NON-FAIR AND OPEN CONTRACTS**  
Required Pursuant To N.J.S.A. 19:44A-20.8  
***EAST BRUNSWICK FIRE DISTRICT NO. 1***

The following is statutory text related to the terms and citations used in the Business Entity Disclosure Certification form.

**“Local Unit Pay-To-Play Law” (P.L. 2004, c.19, as amended by P.L. 2005, c.51)**

**19:44A-20.6 Certain contributions deemed as contributions by business entity.**

5. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

**19:44A-20.7 Definitions relative to certain campaign contributions.**

6. As used in sections 2 through 12 of this act:

“business entity” means any natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction;

“interest” means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate;

**Temporary and Executing**

12. Nothing contained in this act shall be construed as affecting the eligibility of any business entity to perform a public contract because that entity made a contribution to any committee during the one-year period immediately preceding the effective date of this act.

~~~~~

**The New Jersey Campaign Contributions and Expenditures Reporting Act (N.J.S.A. 19:44A-1 et seq.)**

**19:44A-3 Definitions.** In pertinent part...

p. The term "political party committee" means the State committee of a political party, as organized pursuant to R.S.19:5-4, any county committee of a political party, as organized pursuant to R.S.19:5-3, or any municipal committee of a political party, as organized pursuant to R.S.19:5-2.

q. The term "candidate committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) for the purpose of receiving contributions and making expenditures.

r. the term "joint candidates committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) by at least two candidates for the same elective public offices in the same election in a legislative district, county, municipality or school district, but not more candidates than the total number of the same elective public offices to be filled in that election, for the purpose of receiving contributions and making expenditures. For the purpose of this subsection: ...; the offices of member of the board of chosen freeholders and county executive shall be deemed to be the same elective public offices in a county; and the offices of mayor and member of the municipal governing body shall be deemed to be the same elective public offices in a municipality.

**19:44A-8 and 16 Contributions, expenditures, reports, requirements.**

*While the provisions of this section are too extensive to reprint here, the following is deemed to be the pertinent part affecting amounts of contributions:*

“The \$300 limit established in this subsection shall remain as stated in this subsection without further adjustment by the commission in the manner prescribed by section 22 of P.L.1993, c.65 (C.19:44A-7.2)

# C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

**This form or its permitted facsimile must be submitted to the local unit no later than 10 days prior to the award of the contract.**

## Part I – Vendor Information

|              |                         |           |            |
|--------------|-------------------------|-----------|------------|
| Vendor Name: | Sendzik & Sendzik, P.C. |           |            |
| Address:     | 1808 Route 88           |           |            |
| City:        | Brick                   | State: NJ | Zip: 08724 |

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

Signature \_\_\_\_\_

KATE SENDZIK HAINES  
Printed Name

Attorney at Law of New Jersey  
Title

## Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

☐ Check here if disclosure is provided in electronic form.

[illegible]

☐ Check here if the information is continued on subsequent page(s)

## C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Vendor Name:

[illegible]☐ Check here if the information is continued on subsequent page(s)

**List of Agencies with Elected Officials Required for Political Contribution Disclosure  
N.J.S.A. 19:44A-20.26**

**County Name: Middlesex**

State: Governor, and Legislative Leadership Committees

Legislative District #s: 13, 14, 17, 18, 19, 22

State Senator and two members of the General Assembly per district.

County:

Freeholders

County Clerk

Sheriff

Surrogate

Municipalities (Mayor and members of governing body, regardless of title):

|                         |                          |                          |
|-------------------------|--------------------------|--------------------------|
| Carteret Borough        | Middlesex Borough        | Sayreville Borough       |
| Cranbury Township       | Milltown Borough         | South Amboy City         |
| Dunellen Borough        | Monroe Township          | South Brunswick Township |
| East Brunswick Township | New Brunswick City       | South Plainfield Borough |
| Edison Township         | North Brunswick Township | South River Borough      |
| Helmetta Borough        | Old Bridge Township      | Spotswood Borough        |
| Highland Park Borough   | Perth Amboy City         | Woodbridge Township      |
| Jamesburg Borough       | Piscataway Township      |                          |
| Metuchen Borough        | Plainsboro Township      |                          |

Boards of Education (Members of the Board):

|                         |                          |                                  |
|-------------------------|--------------------------|----------------------------------|
| Carteret Borough        | Metuchen Borough         | Sayreville Borough               |
| Cranbury Township       | Middlesex Borough        | South Amboy City                 |
| Dunellen Borough        | Milltown Borough         | South Brunswick Township         |
| East Brunswick Township | Monroe Township          | South Plainfield Borough         |
| Edison Township         | North Brunswick Township | South River Borough              |
| Helmetta Borough        | Old Bridge Township      | Spotswood Borough                |
| Highland Park Borough   | Perth Amboy City         | West Windsor-Plainsboro Regional |
| Jamesburg Borough       | Piscataway Township      | Woodbridge Township              |

Fire Districts (Board of Fire Commissioners):

|                                             |                                              |
|---------------------------------------------|----------------------------------------------|
| East Brunswick Township Fire District No. 1 | Plainsboro Township Fire District No. 1      |
| East Brunswick Township Fire District No. 2 | South Brunswick Township Fire District No. 1 |
| East Brunswick Township Fire District No. 3 | South Brunswick Township Fire District No. 2 |
| Jamesburg Borough Fire District No. 1       | South Brunswick Township Fire District No. 3 |
| Monroe Township Fire District No. 1         | Woodbridge Township Fire District No. 1      |
| Monroe Township Fire District No. 2         | Woodbridge Township Fire District No. 2      |
| Monroe Township Fire District No. 3         | Woodbridge Township Fire District No. 4      |
| Old Bridge Township Fire District No. 1     | Woodbridge Township Fire District No. 5      |
| Old Bridge Township Fire District No. 2     | Woodbridge Township Fire District No. 7      |
| Old Bridge Township Fire District No. 3     | Woodbridge Township Fire District No. 8      |
| Old Bridge Township Fire District No. 4     | Woodbridge Township Fire District No. 9      |
| Piscataway Township Fire District No. 1     | Woodbridge Township Fire District No. 10     |
| Piscataway Township Fire District No. 2     | Woodbridge Township Fire District No. 11     |
| Piscataway Township Fire District No. 3     | Woodbridge Township Fire District No. 12     |
| Piscataway Township Fire District No. 4     |                                              |

**STATEMENT OF OWNERSHIP DISCLOSURE**

**N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)**

**This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.**

**Name of Organization:** Sendzik & Sendzik, P.C.

**Organization Address:** 1808 Route 88, Brick, New Jersey 08724

**Part I** Check the box that represents the type of business organization:

- ☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- ☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- ☒ For-Profit Corporation (any type) ☐ Limited Liability Company (LLC)
- ☐ Partnership ☐ Limited Partnership ☐ Limited Liability Partnership (LLP)
- ☐ Other (be specific): \_\_\_\_\_

**Part II**

- ☒ The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

**OR**

- ☐ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

| Name of Individual or Business Entity | Address                                   |
|---------------------------------------|-------------------------------------------|
| Kate Sendzik Haines                   | 548 Herbert Lane, Brick, New Jersey 08724 |
|                                       |                                           |
|                                       |                                           |
|                                       |                                           |

**Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II**

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**


| Website (URL) containing the last annual SEC (or foreign equivalent) filing | Page #'s |
|-----------------------------------------------------------------------------|----------|
|                                                                             |          |
|                                                                             |          |
|                                                                             |          |

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

| Stockholder/Partner/Member and Corresponding Entity Listed in Part II | Address |
|-----------------------------------------------------------------------|---------|
|                                                                       |         |
|                                                                       |         |
|                                                                       |         |

**Part IV Certification**

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the **Board of Fire Commissioners of Fire District No. 1, Township of East Brunswick** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with **Fire District** to notify the **Fire District** in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the **Fire District** to declare any contract(s) resulting from this certification void and unenforceable.

|                    |                                                                                     |        |                               |
|--------------------|-------------------------------------------------------------------------------------|--------|-------------------------------|
| Full Name (Print): | Kate Sendzik Haines                                                                 | Title: | Attorney at Law of New Jersey |
| Signature:         |  | Date:  | March 5, 2024                 |