

**Commercial Township Fire Commissioners**

**District #1**

**Minutes of January 25, 2021**

**MEETING OPENED 1904 HOURS**

This meeting is convened in accordance with the provisions of the New Jersey Open Public Meeting Act. Let the official minutes reflect that adequate notice of this meeting was published 48 hours in advance of the meeting in "The News" of Cumberland County.

**Commissioners Present:**

Chairman Christy Rhubart

Vice Chairman John Hoffman

Treasurer Mike Rodgers

Commissioner Bob Hoffman Jr

Secretary Jessaca Hoffman

**Fire Company Members Present:**

President Dean Berry

Captain Tom Rhubart

*Motion to approve minutes from previous meeting with no corrections by Commissioner Bob Hoffman Jr and Seconded by Vice Chairman John Hoffman. All voted in Favor.*

**Old Business:**

Jessaca Hoffman will get a quote on iPads from Verizon with large GB memory and cellular

data.

All of the gear and equipment needed was ordered. All testing was completed. There were some deficiencies in the testing of the aerial that need to be corrected. All lights were ordered.

**New Business:**

John Hoffman has a proposal from Elmer Door Co., Inc for the back overhead door to be fixed.

Treasurer Mike Rodgers reported insurance cards and the workman's compensation placard were mailed to the township. He is in contact and trying to obtain the items but the township is closed to all business except taxes due to COVID-19.

Captain Tom Rhubart brought up changing the LOSAP point system.

Captain Tom Rhubart purchased pagers and accompanying equipment for members.

Resolution 21-1 was proposed and passed. Meeting dates will continue to be held on the fourth Monday at 1930 hours.

Resolution 21-2 is proposed to change the LOSAP Point System to the following to be voted on next meeting:

Points	LOSAP Reward
0	\$0
1-34	\$375
35-44	\$525
45-49	\$675
50-54	\$900
55+	\$1,000

The budget was reviewed and Treasurer Mike Rodgers made a motion to approve. Chairman Christy Rhubart seconded the motion. The vote was put to roll call with the following

response:

Chairman Christy Rhubart - YES

Vice Chairman John Hoffman - YES

Treasurer Mike Rodgers - YES

Commissioner Bob Hoffman Jr - YES

Secretary Jessaca Hoffman - YES

**Treasurer Report:**

Treasurer Mike Rodgers and Commissioner Bob Hoffman Jr (Compliance Commissioner) reviewed all bills, purchase orders and checks for the month. The bill list was submitted and read aloud for all present. After the bill list was read, all Commissioners voted in favor of paying submitted bills.

**No further business. Meeting was adjourned at 2019.**

**Commercial Township Fire Commissioners**

**District #1**

**Minutes of February 22, 2021**

**MEETING OPENED 1938 HOURS**

This meeting is convened in accordance with the provisions of the New Jersey Open Public Meeting Act. Let the official minutes reflect that adequate notice of this meeting was published 48 hours in advance of the meeting in "The News" of Cumberland County.

**Commissioners Present:**

Vice Chairman John Hoffman

Treasurer Mike Rodgers

Secretary Jessaca Hoffman

**Fire Company Members Present:**

Deputy Chief Bill Rhubart

President Dean Berry

Captain Tom Rhubart

*Motion to approve minutes from previous meeting with no corrections by Commissioner Bob Hoffman Jr and Seconded by Vice Chairman John Hoffman. All voted in Favor.*

**Old Business:**

Treasurer Mike Rodgers reported the township does not have placards. He contacted Atlantic

County Municipal JIF and they are mailing them to us.

Jessaca Hoffman got a quote on iPads/chromebooks from Verizon. Vice Chairman John Hoffman made a motion to purchase four chromebooks. Treasurer Mike Rodgers seconded the motion.

Lights were installed on the Tower.

All items ordered except gear is in and will be delivered soon.

#### **New Business:**

Deputy Chief Bill Rhubart reported he is waiting to get quotes for the motor on the small boat.

Treasurer Mike Rodgers received minutes from the State Association of Fire Districts.

Captain Tom Rhubart called about quotes for flow testing.

Deputy Chief Bill Rhubart brought up aerial certification of the tower. Vice Chairman John Hoffman will get in contact with a company to get directions on receiving certification. We will proceed with this process to obtain aerial certification.

Secretary Jessaca Hoffman contacted the county about elections in January. She is awaiting directions due to COVID-19.

#### **Treasurer Report:**

Treasurer Mike Rodgers and Vice Chairman John Hoffman reviewed all bills, purchase orders and checks for the month. The bill list was submitted and read aloud for all present. After the bill list was read, all Commissioners voted in favor of paying submitted bills.

**No further business. Meeting was adjourned at 2019.**

**Commercial Township Fire Commissioners**

**District #1**

**Minutes of March 22, 2021**

**MEETING OPENED 1930 HOURS**

This meeting is convened in accordance with the provisions of the New Jersey Open Public Meeting Act. Let the official minutes reflect that adequate notice of this meeting was published 48 hours in advance of the meeting in "The News" of Cumberland County.

**Commissioners Present:**

Vice Chairman John Hoffman

Commissioner Bob Hoffman

Treasurer Mike Rodgers

Secretary Jessaca Hoffman

**Fire Company Members Present:**

President Dean Berry

*Motion to approve minutes from previous meeting with no corrections by Commissioner Bob Hoffman Jr and Seconded by Treasurer Mike Rodgers. All voted in Favor.*

**Old Business:**

Treasurer Mike Rodgers received placards from AC JIF but the addresses do not match the previous years information. He contacted the company and is awaiting a response.

Secretary Jessaca Hoffman is still in contact with Verizon about devices.

### **New Business:**

Vice Chairman John Hoffman brought up purchasing more mounts for the tower. Commissioner Bob Hoffman made a motion to approve the purchase of the mounts.

Treasurer Mike Rodgers seconded the motion. All voted in favor.

Woodruff Energy is coming to service the heaters on April 1st. President Dean Berry will reach out to the company for the stove hood cleaning and inspection.

Vice Chairman John Hoffman stated the gear has been ordered but not received yet.

### **Treasurer Report:**

Treasurer Mike Rodgers and Commissioner Bob Hoffman reviewed all bills, purchase orders and checks for the month. The bill list was submitted and read aloud for all present. After the bill list was read, all Commissioners voted in favor of paying submitted bills.

**No further business. Meeting was adjourned at 1945.**

**Commercial Township Fire Commissioners**

**District #1**

**Minutes of April 26, 2021**

**MEETING OPENED 1932 HOURS**

This meeting is convened in accordance with the provisions of the New Jersey Open Public Meeting Act. Let the official minutes reflect that adequate notice of this meeting was published 48 hours in advance of the meeting in "The News" of Cumberland County.

**Commissioners Present:**

Vice Chairman John Hoffman

Commissioner Bob Hoffman

Treasurer Mike Rodgers

Secretary Jessaca Hoffman

*Motion to approve minutes from previous meeting with no corrections by Commissioner Bob Hoffman Jr and Seconded by Treasurer Mike Rodgers. All voted in Favor.*

**Reorganization:**

Chairman Christy Rhubarb

Vice Chairman John Hoffman

Treasurer Mike Rodgers



Commissioner Bob Hoffman Jr

Secretary Jessaca Hoffman

**Fire Company Members Present:**

President Dean Berry

#2021-04 – Newspapers for advertisements: The daily journal, Bridgeton News (NJ.com),  
Press of AC

#2021-05 – Financial intuitions: All banks with a branch located in Cumberland County

#2021-06 – Agreement to Fight Fires with Port Norris Fire Company

#2021-07 – BOFC Cash Management Plan

#2021-08 – Appointment of Township Solicitor as solicitor

#2021-09 – BOFC cash receipts and disbursements procedure

#2021-10 – BOFC Reorganization

**Old Business:**

Treasurer Mike Rodgers got a response from AC JIFF the address differences are not an issue..

Secretary Jessaca Hoffman is still working with Verizon on the devices.

**New Business:**

Vice Chairman John Hoffman stated that two hydrant valves had to be ordered for the tender.

President Dean Berry brought up the purchase of new equipment: gloves, boots, a red helmet, and a white helmet.

**Treasurer Report:**

Treasurer Mike Rodgers and Commissioner Bob Hoffman reviewed all bills, purchase orders and checks for the month. The bill list was submitted and read aloud for all present. After the bill list was read, all Commissioners voted in favor of paying submitted bills.

**No further business. Meeting was adjourned at 2004.**

**Commercial Township Fire Commissioners**

**District #1**

**Minutes of May 24, 2021**

**MEETING OPENED 1930 HOURS**

This meeting is convened in accordance with the provisions of the New Jersey Open Public Meeting Act. Let the official minutes reflect that adequate notice of this meeting was published 48 hours in advance of the meeting in "The News" of Cumberland County.

**Commissioners Present:**

Vice Chairman John Hoffman

Commissioner Bob Hoffman

Treasurer Mike Rodgers

*Motion to approve minutes from previous meeting with no corrections by Commissioner Bob Hoffman Jr and Seconded by Treasurer Mike Rodgers. All voted in Favor.*

**Old Business:**

The boat motor was ordered and a deposit of \$2,500 was sent.

The rear overhead door is fixed.

PPE has been ordered

**New Business:**

The service agreement with JSR Generator Service LLC was received and the yearly fee is

\$875.

Vice Chairman John Hoffman will contact Seagrave to go over the tower.

**Treasurer Report:**

Treasurer Mike Rodgers and Commissioner Bob Hoffman reviewed all bills, purchase orders and checks for the month. The bill list was submitted and read aloud for all present. After the bill list was read, all Commissioners voted in favor of paying submitted bills.

**No further business. Meeting was adjourned at 1955.**

**Commercial Township Fire Commissioners**

**District #1**

**Minutes of June 28, 2021**

**MEETING OPENED 1930 HOURS**

This meeting is convened in accordance with the provisions of the New Jersey Open Public Meeting Act. Let the official minutes reflect that adequate notice of this meeting was published 48 hours in advance of the meeting in "The News" of Cumberland County.

**Commissioners Present:**

Chairman Christy Rhubart

Vice Chairman John Hoffman

Treasurer Mike Rodgers

*Motion to approve minutes from previous meeting with no corrections by Chairman John Hoffman and Seconded by Chairman Christy Rhubart. All voted in Favor.*

**Old Business:**

Vice Chairman John Hoffman has not contacted Seagraves yet.

The boat motor is ordered but will take a while to come in.

**New Business:**

Treasurer Mike Rodgers read the recommendations, corrective action plan, audit review certificate resolution, and the synopsis of audit for publication.

### **Treasurer Report:**

Treasurer Mike Rodgers and Vice Chairman John Hoffman reviewed all bills, purchase orders and checks for the month. The bill list was submitted and read aloud for all present. After the bill list was read, all Commissioners voted in favor of paying submitted bills.

**No further business. Meeting was adjourned at 1955.**

Commercial Township Fire Commissioners  
District #1  
Minutes of July 2021  
Commercial Township Fire Commissioners  
District #1  
Minutes of August 2021

**NO MEETING  
HELD**

**Commercial Township Fire Commissioners**

**District #1**

**Minutes of September 27, 2021**

**MEETING OPENED 1930 HOURS**

This meeting is convened in accordance with the provisions of the New Jersey Open Public Meeting Act. Let the official minutes reflect that adequate notice of this meeting was published 48 hours in advance of the meeting in "The News" of Cumberland County.

**Commissioners Present:**

Chairman Christy Rhubart

Vice Chairman John Hoffman

Treasurer Mike Rodgers

Secretary Jessaca Hoffman

**Fire Company Members Present:**

President Dean Berry

*Motion to approve minutes from previous meeting with no corrections by Chairman John Hoffman and Seconded by Treasurer Mike Rodgers. All voted in Favor.*

**Old Business:**

Vice Chairman John Hoffman reported that the Tower Ladder is at Seagraves for an emergency fix. From the preliminary overview, multiple repairs are necessary. The Gator will also need to be serviced soon.



President Dean Berry reported a member needs new boots.

**New Business:**

President Dean Berry also reported that the door locks need to be adjusted. VC John Hoffman will call Ron Tomlin about possibly changing them.

Treasurer Mike Rodgers reported the budget versus actual for the current year.

President Dean Berry is requesting the Commissioners to draft a letter to the township for request better cellular service. Secretary Jessaca Hoffman will draft a letter.

Chairman Christy Rhubart discussed completing brick work and installing the new digital sign.

Resolution \_\_\_ was introduced to repair the tower ladder. A motion was made by VC John Hoffman and seconded by Treasurer Mike Rodger to approve the resolution. All others in attendance voted in favor as well.

**Treasurer Report:**

Treasurer Mike Rodgers and Vice Chairman John Hoffman reviewed all bills, purchase orders and checks for the month. The bill list was submitted and read aloud for all present. After the bill list was read, all Commissioners voted in favor of paying submitted bills.

**No further business. Meeting was adjourned at 1943.**

**Commercial Township Fire Commissioners**

**District #1**

**Minutes of October 25, 2021**

**MEETING OPENED 1907 HOURS**

This meeting is convened in accordance with the provisions of the New Jersey Open Public Meeting Act. Let the official minutes reflect that adequate notice of this meeting was published 48 hours in advance of the meeting in "The News" of Cumberland County.

**Commissioners Present:**

Vice Chairman John Hoffman

Treasurer Mike Rodgers

Secretary Jessaca Hoffman

Commissioner Bob Hoffman

**Fire Company Members Present:**

President Dean Berry

*Motion to approve minutes from previous meeting with no corrections by Commissioner Bob Hoffman and Seconded by Treasurer Mike Rodgers. All voted in Favor.*

**Old Business:**

Vice Chairman John Hoffman will call Ron Tomlin about possibly changing them.

Tower ladder is back temporarily and will have to go back once parts are in. The joy stick in

the bucket is now operational.

Ladder and hose testing was completed this week.

President Dean Berry is requesting the Commissioners to draft a letter to the township to request better cellular service. Secretary Jessaca Hoffman will draft a letter.

Commissioner Bob Hoffman asked about the status of the brick work. VC John Hoffman reported no progress has been made according to his knowledge. The front apron was also discussed. Treasurer Mike Rodgers will reach out to a contact of his to get information about where to begin.

#### **New Business:**

Commissioner Bob Hoffman asked President Dean Berry if members were ok on gear. He reported they will do an inventory of the current gear and report back next meeting.

#### **Treasurer Report:**

Treasurer Mike Rodgers and Commissioner Bob Hoffman reviewed all bills, purchase orders and checks for the month. The bill list was submitted and read aloud for all present. After the bill list was read, all Commissioners voted in favor of paying submitted bills.

**No further business. Meeting was adjourned at 1923.**

**Commercial Township Fire Commissioners**

**District #1**

**Minutes of November 22, 2021**

**MEETING OPENED 1900 HOURS**

This meeting is convened in accordance with the provisions of the New Jersey Open Public Meeting Act. Let the official minutes reflect that adequate notice of this meeting was published 48 hours in advance of the meeting in "The News" of Cumberland County.

**Commissioners Present:**

Vice Chairman John Hoffman

Treasurer Mike Rodgers

Commissioner Bob Hoffman

*Motion to approve minutes from previous meeting with no corrections by Commissioner Bob Hoffman and Seconded by Treasurer Mike Rodgers. All voted in Favor.*

**Old Business:**

The drafted letter for the Township pertaining to cellular service was presented and discussed.

Member gear inventory was discussed.

**New Business:**

Comcast will be called pertaining to the phone plan and cost.

**Treasurer Report:**

Treasurer Mike Rodgers and Vice Chairman John Hoffman reviewed all bills, purchase orders and checks for the month. The bill list was submitted and read aloud for all present. After the bill list was read, all Commissioners voted in favor of paying submitted bills.

**No further business. Meeting was adjourned at 1915.**

**Commercial Township Fire Commissioners**

**District #1**

**Minutes of December 27, 2021**

**MEETING OPENED 1900 HOURS**

This meeting is convened in accordance with the provisions of the New Jersey Open Public Meeting Act. Let the official minutes reflect that adequate notice of this meeting was published 48 hours in advance of the meeting in "The News" of Cumberland County.

**Commissioners Present:**

Vice Chairman John Hoffman

Treasurer Mike Rodgers (attendance via phone conference)

Secretary Jessaca Hoffman

*Motion to approve minutes from previous meeting with no corrections by Commissioner Bob Hoffman and Seconded by Treasurer Mike Rodgers. All voted in Favor.*

**Old Business:**

No old business was discussed.

**New Business:**

The budget was reviewed and Vice Chairman John Hoffman made a motion to approve. Secretary Jessaca Hoffman seconded the motion. The vote was put to roll call with the following response:

Chairman Christy Rhubart - ABSENT

Vice Chairman John Hoffman - YES

Treasurer Mike Rodgers - YES

Commissioner Bob Hoffman Jr - ABSENT

Secretary Jessaca Hoffman - YES

A resolution to move line items in order to balance the 2021 budget was proposed by Treasurer Mike Rodgers and seconded by Secretary Jessaca Hoffman.

Two quotes have been obtained for the drywall for the old fire house second floor:

Custom DryWall Cory Jackson - \$3,000 for tape and prep for paint

Viking - \$3,225 + \$175 for scrap sweep and vacuum corners

A motion was made by Secretary Jessaca Hoffman and seconded by Vice Chairman John Hoffman to accept the quote of Viking. VC John Hoffman will contact the company to move forward with the work.

#### **Treasurer Report:**

Treasurer Mike Rodgers and Vice Chairman John Hoffman reviewed all bills, purchase orders and checks for the month. The bill list was submitted and read aloud for all present. After the bill list was read, all Commissioners voted in favor of paying submitted bills.

**No further business. Meeting was adjourned at 1915.**