

**BERNARDS TOWNSHIP - TOWNSHIP COMMITTEE  
COMBINED AGENDA - REGULAR MEETING**

**February 15, 2022 – 7:30 PM Executive Closed Session; 8:00 PM Public Open Session**

The Municipal Building, 1 Collyer Lane, Basking Ridge, is open and is following the CDC's current guidelines. The meeting will be live streamed and can be found by clicking on the "Watch a Meeting Live" icon on the home page, [www.bernards.org](http://www.bernards.org) and can also be viewed live on Optimum/Cablevision TV - Channel 15 and Verizon FiOS TV - Channel 35.

**Estimated  
Times**

---

**A G E N D A**

---

- |         |   |
|---------|---|
| 7:30 PM | <b>1. CALL TO ORDER</b> <span style="float: right; color: red;">Video</span>  |
|         | <b>2. FLAG SALUTE</b>   |
|         | <b>3. MAYOR'S OPENING MEETING STATEMENT</b>   |
|         | <b>4. ROLL CALL</b>   |
|         | <b>5. EXECUTIVE SESSION – <u>Resolution #2022-0128</u></b>  |
| 8:00 PM | <b>6. PUBLIC WORK SESSION (if required)</b>   |
|         | <b>7. REPORTS</b>   |
| 8:05 PM | <b>8. PRESENTATION</b><br>A. <u>Resolution #2022-0119</u> - Commendation on Attaining Eagle Scout Designation - Humphrey Chen, Liam C. Schiffer, Tanner J. Sullivan   |
| 8:15 PM | B. Municipal Building Elevator; Kevin Settembrino of the firm Settembrino Architects  |
|         | <b>9. CORRESPONDENCE</b>  |
|         | <b>10. PUBLIC COMMENT</b>   |
|         | <b>11. TOWNSHIP COMMITTEE BOARD / LIAISON REPORTS AND STAFF COMMENTS</b>  |
| 8:45 PM | <b>12. FIRE &amp; RESCUE APPOINTMENT</b><br>A. <u>Resolution #2022-0122</u> - Appointment to Membership in Township of Bernards Volunteer First Aid Squad of the Basking Ridge Fire Company #1, Dahlia McGarvey, Junior Member  |
| 8:50 PM | <b>13. UNFINISHED BUSINESS</b><br>A. <u>Ordinance #2491</u> - An Ordinance to Amend the Revised General Ordinances of the Township of Bernards, Chapter 14 "Fire Prevention," Section 14-3 "Permits, Additional Fees and Inspections"; Subsection 14-3.2 "Additional Required Inspections and Fees"; Subsection 14-3.3 "Mobile Food Vendors"; Section 14-3B "Non-Life Hazard Use Inspection Fees"; and Subsection 14-3B.1 "Fees Established" – Public Hearing   |
| 8:55 PM | <b>14. NEW BUSINESS</b><br>A. <u>Consent Agenda</u><br><i>The items listed within the consent agenda portion of the meeting have been referred to the Township Committee for reading and study, are posted on the agenda on the website, are considered routine and will be enacted by one motion of the Township Committee with no separate discussion. If separate discussion is required, the item may be removed from the agenda by township committee action and placed on the regular agenda under new business.</i><br>1) <u>Resolution #2022-0112</u> - Approval of the Bill List Dated 02/15/2022<br>2) <u>Resolution #2022-0113</u> - Acceptance of Liberty Corner First Aid Squad <u>2021 Annual Report</u> , <u>Adoption of the By-Laws</u> , and Acknowledgement of 2022 Membership Roster |



Please call 24 hours in advance (908) 204-3001  
if accommodations are required, including assistive listening devices (ALD).

- 3) Resolution #2022-0114 - Authorizing a Memorandum of Understanding between the Somerset County Prosecutor's Office and the Township of Bernards for Participation in the Fire Investigation Unit Specifically Naming Russel Nydegger as the Participating Official and Authorizing the Administrator to Execute Said Memorandum of Agreement for the Time Period of 2/15/2022 - 12/31/2023
- 4) Resolution #2022-0115 - Acceptance of the Construction Official's 2021 Annual Report
- 5) Resolution #2022-0116 - Authorizing Acceptance of Funds from Sub-grant Award #FY21-EMPG-EMAA-1802 of the Federal Fiscal Year 2021 Emergency Management Agency Assistance Program Funding - \$10,000.00
- 6) Resolution #2022-0117 - Authorization to Join the Borough of Bernardsville In Applying for a LEAP Implementation Grant to Support Fire Prevention Shared Services
- 7) Resolution #2022-0118 - Award of Purchase Order Authorizing and Approving Purchase of one (1) 2022 Ford Explorer 4-Door from MCCPC Utility Vehicles Contract 15C3 Utilities Contract 15C – Item #3 2022 Ford Explorer 4X4 to Route 23 Ford Automall, 1301 Route 23 South, Butler, NJ 07405 In the Amount Not to Exceed \$30,555.00
- 8) Resolution #2022-0121 - Acceptance of the Friends of the Kennedy Martin-Stelle Farmstead 2021 Annual Report
- 9) Resolution #2022-0123 - Acceptance of Basking Ridge Fire Company #1 and First Aid Squad of the Basking Ridge Fire Company #1, 2021 Annual Report, Adoption of the By-Laws, and Acknowledgement of 2022 Membership Roster
- 10) Resolution #2022-0124 - Acceptance of Liberty Corner Fire Company (LCFC) 2021 Annual Report, Adoption of the By-Laws, and Acknowledgement of the 2022 Membership Roster
- 11) Resolution #2022-0125 - Acknowledgement of Bernards Township 2021 Annual Report of the Agricultural Advisory Committee
- 12) Resolution #2022-0126 - Award of Purchase Orders for Identified Vendors; Bridgewater Resources, Inc., Drivers Tire Service, Edmunds Gov Tech, Inc, Fischer and Son Company, Inc., Green Rock Recycling, Mainline Commercial Pools, Inc., Reider Associates, Inc., Route 23 Automall, Sewer Service Company d/b/a Roto Rooter and Storr Tractor Company.
- 13) Resolution #2022-0127 - Acknowledgement of the 2021 Historical Society Annual Report
- 14) Resolution #2022-0129 - Unused Vacation Accrual Due Patricia Caljean Tax Assessor's Department
- 15) Resolution #2022-0130 - Authorizing Purchasing from the Somerset County Co-Op Contract #CC-0054-20 for Rock Salt (Bulk) at a Cost Not to Exceed \$200,000.00 to Atlantic Salt Inc.
- 16) Resolution #2022-0131 - Appointment of Municipal Court Judge - Bedminster Township, Borough of Peapack and Gladstone, Borough of Bernardsville, and Bernards Township Shared Municipal Court, Honorable Katherine E. Howes, Esq.
- 17) Resolution #2022-0132 - Resolution Authorizing Bernards Township to Enter into a Shared Services Agreement with the Bernards Township Board of Education for the Provision of Engineering and Bidding Services to the Board of Education for Certain Infrastructure Repair and Maintenance Projects
- 18) Resolution #2022-0136 - Personnel Appointment Zachay Whitmore – Truck Driver – Public Works Department
- 19) Resolution #2022-0137 - Approval of Special Event Permit and Temporary Street Closure CompuScore Services LLC – Spring Distance Classic 15K and 5K Races – 03/22/2022
- 20) Resolution #2022-0138 - Acceptance of Bernards Township Shade Tree Commission Annual Report, NJUCF Annual Accomplishment Report, and Application for Tree City USA Recertification
- 21) Resolution #2022-0139 - Authorizing a Waiver to the Township's Noise Ordinance To Algonquin Gas Transmission LLC For Maintenance Work on the Interstate Gas Pipeline in South Finley Avenue and Collyer Lane
- 22) Resolution #2022-0140 - Personnel Appointment Tyler Ostrander – Laborer – Department of Public Works
- 23) Resolution #2022-0141 -Personnel Appointment Collin Herbert – Civil Engineering Technician – Engineering
- 24) Resolution #2022-0143 - Personnel Appointment Vincent Griseto – Part-Time Field Inspector– Tax Assessor
- 25) Resolution #2022-0146 - Authorizing Purchasing from Somerset County Co-Op Pricing System Contract #CC-0037-21 for Red Dyed #2 Diesel Fuel, (Ultra Low Sulfur Diesel), Red Dyed Winter Blend Diesel and Fuel Oil Awarded to National Fuel Oil In the Amount Not to Exceed \$150,000



- 26) Resolution #2022-0147 - Authorizing Purchasing from NJ State Contract T-0083 (19-Fleet-00978) for Unleaded Gasoline Awarded to Griffith-Allied Trucking, LLC In the Amount Not to Exceed \$200,000.00
- B. Resolution #2022-0133 - In Recognition of Service to Bernards Township Library Board of Trustees Kathleen (Kippy) Piedici
- C. Resolution #2022-0120 - Authorizing and Approving Purchase of three (3) 2022 Ford Utility Police Interceptor vehicles from the Morris County Cooperative Pricing Council Contract 15-A Item #2 to Maplecrest Ford Inc., 102 E. Main St, Mendham, New Jersey 07945 In the Amount Not to Exceed \$102,818.85
- D. Resolution #2022-0134 - Authorizing the Township of Bernards Police Department to Participate in the Defense Logistics Agency, Law Enforcement Support Office, 1033 Program to Enable the Bernards Township Police Department to Request and Acquire Excess Department of Defense Equipment.
- E. Resolution #2022-0135 - Authorizing the Township of Bernards to Execute an Agreement with the County of Somerset Relative to the Use of Township Police Officers for Various County Initiatives
- F. Resolution #2022-0142 - Personnel Appointment Richard Panzarella – Substitute Crossing Guard – Police Department
- G. Ordinance #2492 - Accepting a Detention Basin, Drainage & Access Easement on Property Located at 3265 Valley Road, Block 8903, Lot 36, from Lincoln Avenue Gospel Hall to the Township of Bernards Map – Introduction
- H. Approval of Minutes:  
01/25/2022 Open Session Minutes
- I. Mayoral Appointment:  
▪ Planning Board, John Crane, RM, filling the vacant Class II, 1 yr. term, expiring 12/31/2022
- J. Mayoral Appointment with Township Committee Consent:  
▪ Board of Health, Matthew Majewski, RM, filling the unexpired 3 yr. term of Elizabeth Korn, expiring 12/31/2022
- K. Township Committee Appointments:  
▪ Municipal Alliance, Sanjiv Raghupathy, RM, Student Representative, filling the vacant 1 yr. term expiring 12/31/2022  
▪ Municipal Alliance, Michele Robertson, RM, Citizen Representative, filling the unexpired 1 yr. term of Regan Asay, expiring 12/31/2022

## **15. EXECUTIVE SESSION (if required)**

## **16. ADJOURNMENT**

Rhonda Pisano, Municipal Clerk

(Note: Copies of Resolutions and other supporting documents listed on this agenda can be found on the pages below)



Please call 24 hours in advance (908) 204-3001  
if accommodations are required, including assistive listening devices (ALD).



# Resolution of the Township of Bernards

1 Collyer Lane, Basking Ridge, NJ 07920  
908-766-2510; [www.bernards.org](http://www.bernards.org)

---

## **Resolution #2022-0128**

Authorizing an Executive Session Meeting of the Bernards Township Committee

**WHEREAS**, NJSA 10:4-12 allows for a public body to go into closed session during a public meeting; and

**WHEREAS**, the Township Committee has deemed it necessary to go into closed session to discuss certain matters which are exempted from the public; and

**WHEREAS**, the regular meeting of the Township Committee will reconvene.

**NOW THEREFORE BE IT RESOLVED**, that the Township Committee will go into closed session for the following reason(s) as outlined in NJSA 10:4-12; and

**NOW THEREFORE BE IT FURTHER RESOLVED**, that the Township Committee hereby declares that the discussion of subject(s) may be made public at a time when the Township Attorney advises the Township Committee that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the Township or any other entity with respect to said discussion. That time is currently estimated as the time of said matter.

**NOW THEREFORE BE IT FINALLY RESOLVED** that the Township Committee, hereby declares that the public is excluded from the portion of the meeting during which the discussion(s) shall take place and hereby directs the Municipal Clerk to take the appropriate action to effectuate the terms of this resolution.

<u>Reason for Closed Session</u>		<u>Estimated Time of Disclosure or Upon Occurrence Of</u>
<input type="checkbox"/>	Any matter which by express provisions of Federal Law, State Statute or Rule of Court shall be rendered confidential or excluded from discussion in public Provision relied upon .	
<input type="checkbox"/>	Any matter in which the release of information would impair a right to receive funds from the federal government. .	
<input type="checkbox"/>	Any matter the disclosure of which constitutes an unwarranted invasion of individual privacy. .	
<input type="checkbox"/>	Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body.	
<input type="checkbox"/>	Any matter involving the purpose, lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed.	



- ☐ Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection.
- ☐ Any investigations of violations or possible violations of the law.
- ☐ Any pending or anticipated litigation or contract negotiations which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as lawyer. *Under certain circumstances, if public disclosure of the matter would have a potentially negative impact on the Township's position in the litigation or negotiation, this information may be withheld until such time that the matter is concluded, or the circumstances no longer present a potential impact.*  
**Attorney Client Privilege - to Discuss Term, Pricing and Possible Issuance of Liquor License.** Upon resolution
- ☐ Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose right could be adversely affect request in writing that such matter or matters be discussed at a public meeting subject to the balancing of the public's interest and the employee's privacy rights under *South Jersey Publishing*, 124 NJ 478.  
The employee(s) and nature of discussion is.
- ☐ Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility.

Agenda and Date Voted: 02/15/2022

**CERTIFICATION**

**I hereby certify this is a true and exact copy of a resolution adopted by the Bernards Township Committee on 02/15/2022.**

\_\_\_\_\_  
**Rhonda Pisano, Municipal Clerk**



# Resolution of the Township of Bernards

1 Collyer Lane, Basking Ridge, NJ 07920  
908-766-2510; [www.bernards.org](http://www.bernards.org)

---

## **Resolution #2022-0119**

Commendation on Attaining Eagle Scout Designation

Humphrey Chen

Liam C. Schiffer

Tanner J. Sullivan

**WHEREAS**, the Township Committee is very pleased to recognize the outstanding personal effort of Humphrey, Liam and Tanner reaching the rank of Eagle Scout; and

**WHEREAS**, as members of Troop 555 of Patriots' Path Council, have been active scouts, demonstrating outstanding leadership within the Troop, and have contributed many service hours to their community during their years in scouting; and

**WHEREAS**, of the total national enrollment of the scouting program, only a small percentage reach this prestigious rank, which Humphrey, Liam and Tanner will carry as a badge of honor.

**NOW THEREFORE BE IT RESOLVED** that the Township Committee offers its best wishes to Humphrey Chen, Liam C. Schiffer and Tanner J. Sullivan for continued success, and congratulations for a personal achievement that will serve as a reminder of the importance of the pursuit of excellence throughout their life.

Agenda and Date Voted: 02/15/2022

\_\_\_\_\_  
James Baldassare Jr., Mayor

\_\_\_\_\_  
Andrew McNally, Deputy Mayor

\_\_\_\_\_  
Jennifer Asay

\_\_\_\_\_  
Janice M. Fields

Attest: \_\_\_\_\_  
Rhonda Pisano, Municipal Clerk

\_\_\_\_\_  
Kathleen M. Grochala



# Bernards Township Municipal Building New Elevator Addition



Presented By:

 **SETTEMBRINO**  
ARCHITECTS

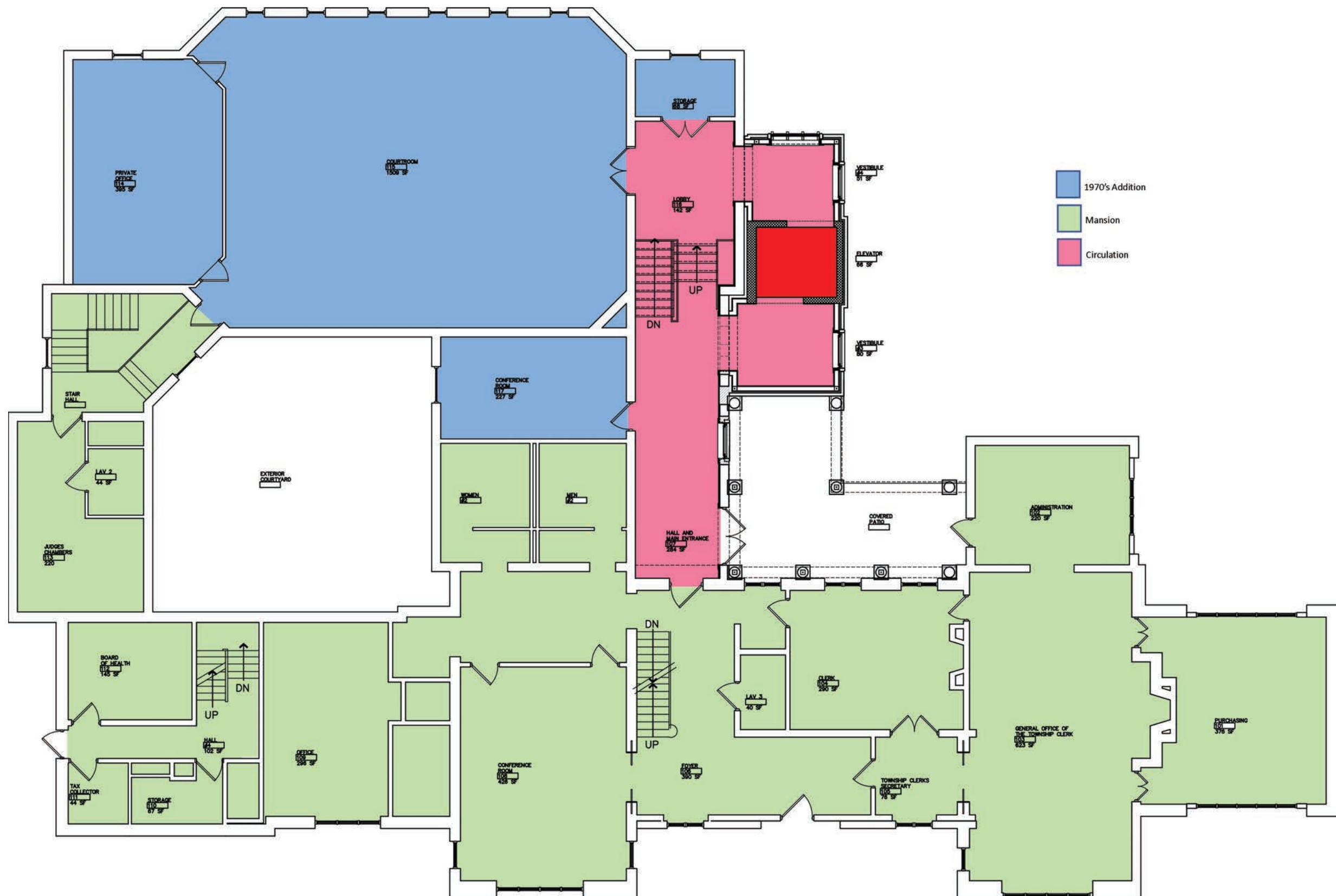
37 East Washington Avenue • Atlantic Highlands, NJ 07716 • 732.741.4900

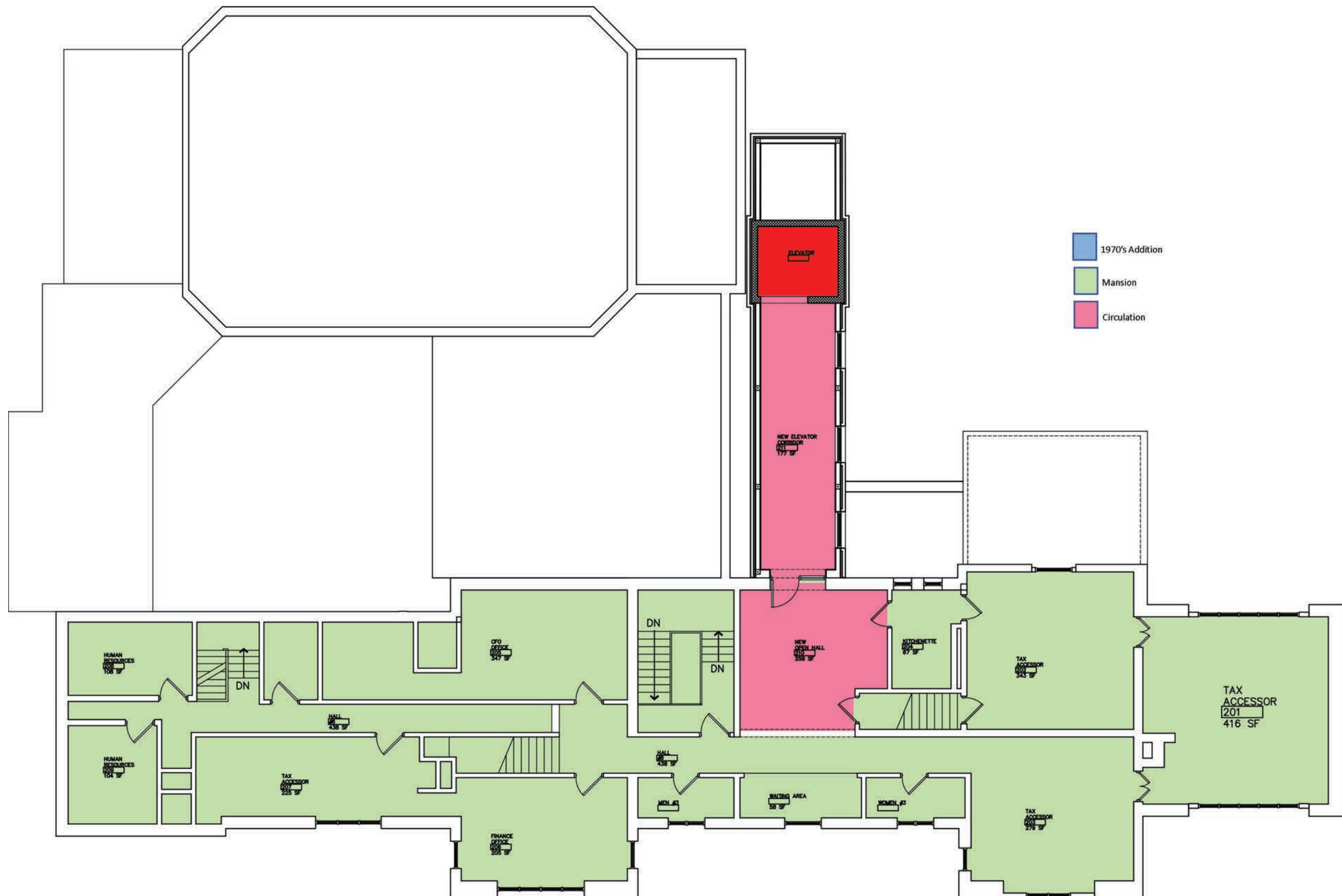


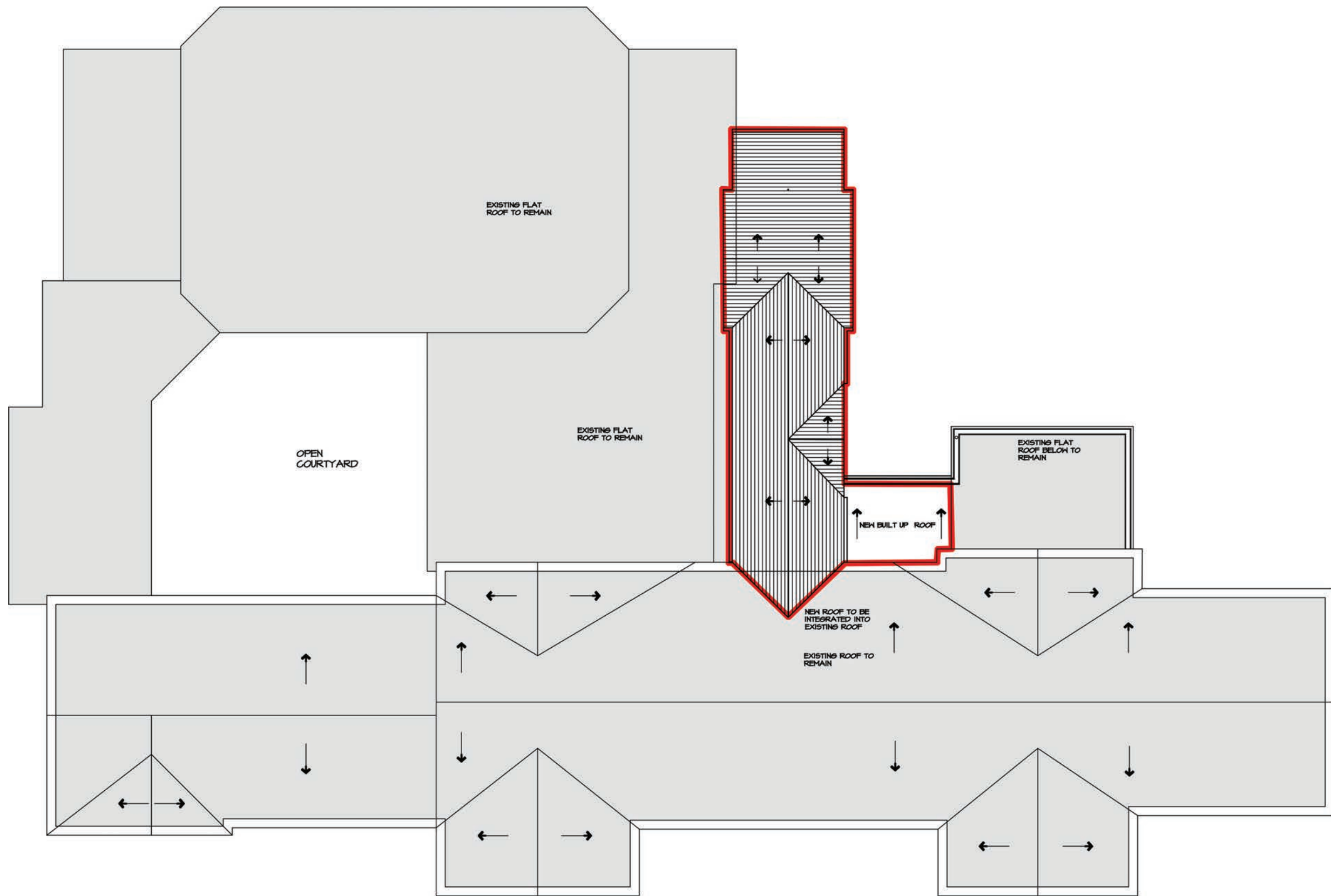












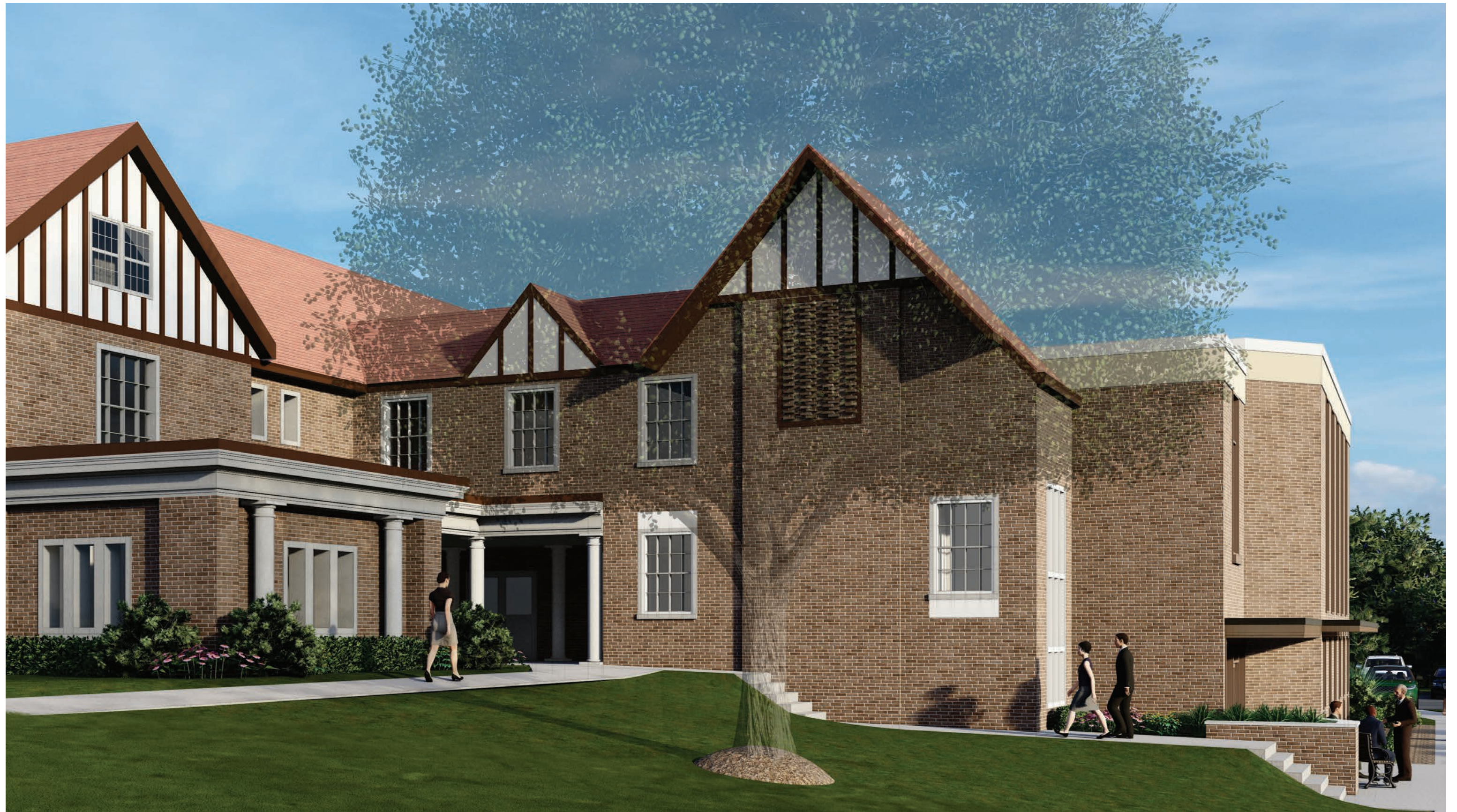
















# Resolution of the Township of Bernards

1 Collyer Lane, Basking Ridge, NJ 07920  
908-766-2510; [www.bernards.org](http://www.bernards.org)

---

## **Resolution #2022-0122**

Appointment to Membership in Township of Bernards Volunteer  
First Aid Squad of the Basking Ridge Fire Company #1  
Dahlia McGarvey, Junior Member

**WHEREAS**, pursuant to §2-14.1 and §2-16.1 of the Revised General Ordinances of the Township of Bernards, the Bernards Township Fire Department shall consist of the Basking Ridge Fire Company #1 and the Liberty Corner Fire Company; and the Bernards Township First Aid and Emergency Department shall consist of the First Aid Squad of the Basking Ridge Fire Company No. #1 and the Liberty Corner First Aid Squad; and

**WHEREAS**, the First Aid Squad of the Basking Ridge Fire Company #1 is recommending Dahlia McGarvey, residing at 25 Dryden Road, Basking Ridge, NJ, for appointment as a Junior Member.

**NOW THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Bernards that the above individual is hereby appointed as a Junior Member of the First Aid Squad of the Basking Ridge Fire Company #1 effective this date.

Agenda and Date Voted: 02/15/2022

### **CERTIFICATION**

I hereby certify this is a true and exact copy of a resolution adopted by the Bernards Township Committee on 02/15/2022.

\_\_\_\_\_  
Rhonda Pisano, Municipal Clerk

### **EXPLANATORY STATEMENT**

Application has been made by the applicant to the above referenced organization who has vetted said person and recommends appointment. In addition, a police background check has been performed.

Rhonda Pisano, Municipal Clerk



# Ordinance of the Township of Bernards

1 Collyer Lane, Basking Ridge, NJ 07920  
908-766-2510; [www.bernards.org](http://www.bernards.org)

---

## ORDINANCE #2491

An Ordinance to Amend the Revised General Ordinances of the Township of Bernards Chapter 14 “Fire Prevention,” Section 14-3 “Permits, Additional Fees and Inspections”, Subsection 14-3.2 “Additional Required Inspections and Fees”, Subsection 14-3.3 “Mobile Food Vendors”, Section 14-3B “Non-Life Hazard Use Inspection Fees,” Subsection 14-3B.1 “Fees Established”

**BE IT ORDAINED**, by the Township Committee of the Township of Bernards in the County of Somerset that Chapter 14 “Fire Prevention,” Section 14-3 “Permits, Additional Fees and Inspections”, Subsection 14-3.2 “Additional Required Inspections and Fees”, Subsection 14-3.3 “Mobile Food Vendors”, Section 14-3B “Non-Life Hazard Use Inspection Fees,” Subsection 14-3B.1 “Fees Established” of the Revised General Ordinances of the Township of Bernards is amended. (new text is in double underline; deletions are ~~stricken~~):

### § 14-3.2. Additional Required Inspections and Fees.

In addition to the inspection and fees required pursuant to the Act and the regulations of the Department of Community Affairs, the following additional inspections shall be required:

- a. All public buildings and premises into which the public is invited, including multifamily dwellings as well as commercial and industrial establishments, and all public and private schools.
- b. Such fees as may be determined by the Fire Prevention Bureau may be adopted by resolution of the Township Committee.  
[Ord. #1379, 3-27-2001, adopted]
- c. Whenever the Fire Official or ~~his~~their representative is required to attend an event ~~or perform an inspection being held~~ within the Township during non-normal business hours of the Fire ~~Official Prevention Bureau~~, a fee of \$75 per hour shall be paid by the ~~organizer of such event~~ responsible party to the Township, based upon the number of hours the Fire Official or ~~his~~ their representative is required to attend such event, with a minimum of two hours to be charged for each such event. Events sponsored by the Township of Bernards, the Bernards Township Board of Education; and the Fire and Rescue Services of the Township of Bernards shall be exempt from this charge.  
[Ord. #2137, 12-14-2010, added]

### § 14-3.3. Mobile Food Vendors.

a. Permits.

1. Mobile food vendors that utilize an open flame, fuel-burning appliances, or that produce grease-laden vapors shall submit a permit application each time they operate. All permit applications shall be submitted a minimum of two weeks prior to the date of operation. Individual permits shall be issued to a specific mobile unit and shall not approve operation of multiple mobile units. All permit applications shall include identifying information for the mobile unit corresponding to each individual permit application.

~~2. A daily/single event permit for a mobile food vendor can be acquired as per §§ 14-3.1 and 14-3.2.~~

~~3.2. All Mobile Food Vendor permits Vendors operating throughout a calendar year are legible for an annual mobile food vendor permit. An annual mobile food vendor permit shall expire on December 31 of the same year of the permit application. The fee for an annual the mobile food vendor permit is \$500 \$54.00.~~

- b. Inspections. No mobile food vendor shall operate within the borders of Bernards Township without first having applied for a permit and passed a fire inspection by the Bernards Township Bureau of Fire Prevention. Inspection shall be required every day of operation, prior to a mobile food vendor~~prior to~~ beginning the operation. Annual mobile food vendor permits require daily inspection prior to operation. Every day of operation shall be considered a separate operation and requires a distinct inspection. Inspection violations of the New Jersey Uniform Fire Code shall constitute an order to close the mobile food vendor and immediately remove the operation from Bernards Township. Should an inspection reveal violations of the New Jersey Uniform Fire Code following the initial issuance of an annual mobile food vendor permit the Fire Official may ~~to~~ revoke any such permit.

SECTION 14-3B. Non-Life Hazard Use Inspection~~Registration~~ Fees

§ 14-3B.1. Fees Established.

[Ord. #1707, 3-9-2004, adopted; Ord. #2196, 6-12-2012, amended]

- a. Whenever the Fire Official shall have cause to believe that a building or business would require an annual fire prevention inspection, and the building or business is not a life hazard use, the owner of the building or business, if not already registered, shall fill out, and return within 15 days, the a registration form provided by the Fire Prevention Bureau. Any building or business registered as a Non-Life Hazard Use Upon inspection of the building or business, the owner shall pay to the Fire Prevention Bureau, the annual Fire Prevention Registration fee, within 30 days of receiving the annual invoice. Annual invoices will be sent electronically in the first quarter of each year or in the case of newly

~~registered building or businesses, within 30 days of the building or business being registered. written notice of violation and order to correct accompanied by a written statement of fees due, the required amount.~~ The fees shall be based upon the square footage of the use and are as follows: ~~The fees are as follows:~~

<b>Building Size in Square Feet</b>	<b>Annual Inspection Fee</b>
0 to 500	\$50.00
501 to 1,000	\$75.00
1,001 to 3,500	\$150.00
3,501 to 10,000	\$300.00
10,001 to 30,000	\$500.00
30,001 and over	\$800.00

- b. Portions of churches and religious facilities used as sanctuaries and fire departments and first aid squads are exempt from fees.

Each section of this ordinance and every subsection hereof shall be deemed independent, separate and distinct from all other sections, and the holding of any section or a part hereof to be unconstitutional, void, or ineffective for any cause shall not be deemed to affect the validity or constitutionality of any section or part hereof.

All ordinances, codes or parts thereof that are inconsistent with this ordinance are repealed or otherwise modified.

The ordinance is effective upon passage. It will be published in accordance with NJSA 40:49-2d.

#### **EXPLANATORY STATEMENT**

Proposed revisions reflect changes to the permitting procedure for food vendors applying to operate within the township. Changes also reflect an update in the invoicing procedure for all inspectable occupancies in order to streamline the invoicing process.

Frank N. D'Amore Jr., Fire Official

#### **TOWNSHIP OF BERNARDS PUBLIC NOTICE**

Ordinance #2491 was introduced and passed on first reading by the Township Committee of the Township of Bernards in the County of Somerset on 01/25/2022 and then ordered to be published according to law. It will be further considered for final passage and adoption at a public hearing held at a meeting of the Township Committee at the Municipal Building, 1 Collyer Lane, Basking Ridge, NJ in said township on 02/15/2022, at 8 P.M., when and where, or at such time and place to which said meeting may be adjourned, all persons interested will be given an opportunity to be heard concerning said ordinance. A complete text of this ordinance is available in the Office of the Municipal Clerk, 1 Collyer Lane, Basking Ridge, NJ, from 8:30 A.M. to 4:30 P.M., Monday through Friday. Copies are also available via e-mail from [rpisano@bernards.org](mailto:rpisano@bernards.org).

By Order of the Township Committee  
Rhonda Pisano, Municipal Clerk





# Resolution of the Township of Bernards

1 Collyer Lane, Basking Ridge, NJ 07920  
908-766-2510; www.bernards.org

## Resolution #2022-0112

Approval of the Bill List Dated 02/15/2022

**BE IT RESOLVED**, that the bill list dated 02/15/2022 be audited, and if found correct, be paid.

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void Ref Num
131439	02/15/22	90026 DEPOORTERE, PAT	54.00	1627 Direct Deposit
131440	02/15/22	90071 KRUKOWSKI, RICHARD	27.00	1627 Direct Deposit
131441	02/15/22	90226 LITTLE, KEVIN	71.94	1627 Direct Deposit
131442	02/15/22	90310 FALLON, BRIAN	80.83	1627 Direct Deposit
131443	02/15/22	90327 MCKNIGHT, ALEX	3,954.04	1627 Direct Deposit
131444	02/15/22	90335 CHISHOLM, MARC	27.00	1627 Direct Deposit
131445	02/15/22	90342 BAHLMAN, RICH	67.00	1627 Direct Deposit
131446	02/15/22	90343 WORTHINGTON, COURTNEY	27.00	1627 Direct Deposit
131447	02/15/22	90530 YEO, MICHAEL	119.99	1627 Direct Deposit
131448	02/15/22	90535 YEAGER, ROBERT	27.00	1627 Direct Deposit
131449	02/15/22	90537 KRUKOWSKI, JEFFREY	53.90	1627 Direct Deposit
131450	02/15/22	90548 SALAZAR, ROBERTO	27.00	1627 Direct Deposit
131451	02/15/22	90558 DAVENPORT, DOUGLAS	27.00	1627 Direct Deposit
131452	02/15/22	90562 LAKATOS, MICHAEL	27.00	1627 Direct Deposit
131453	02/15/22	90566 ENGLAND, ANTHONY	21.31	1627 Direct Deposit
131454	02/15/22	90570 BERCARI, ANDREW	53.72	1627 Direct Deposit
131455	02/15/22	90599 COLANDUONI, DONALD	48.04	1627 Direct Deposit
131456	02/15/22	90676 WOLLNY, CHRISTOPHER	27.00	1627 Direct Deposit
131457	02/15/22	90687 DMITRUCK, KATELYN	479.82	1627 Direct Deposit
131458	02/15/22	90703 BOHANNON, KENDALL	50.00	1627 Direct Deposit
131459	02/15/22	A0150 ATLANTIC SALT, INC.	62,836.50	1627 Direct Deposit
131460	02/15/22	A0398 STERLING TALENT SOLUTIONS	154.77	1627 Direct Deposit
131461	02/15/22	A0453 AMAZON.COM	1,811.86	1627 Direct Deposit
131462	02/15/22	A0589 AFTERMATH SERVICES, LLC	300.00	1627 Direct Deposit
131463	02/15/22	A0611 AMERICAN WEAR, INC	908.08	1627 Direct Deposit
131464	02/15/22	A0638 AJM CONTRACTORS, INC	23,314.30	1627 Direct Deposit
131465	02/15/22	B0203 DIFRANCESCO BATEMAN, PC	3,500.00	1627 Direct Deposit
131466	02/15/22	B0581 BUY WISE AUTO PARTS	2,700.48	1627 Direct Deposit
131467	02/15/22	B0758 BCI TRUCK, INC	2,329.68	1627 Direct Deposit
131468	02/15/22	C0083 CDW GOVERNMENT, INC.	477.49	1627 Direct Deposit
131469	02/15/22	C0923 CHALLENGER FENCE INC	5,592.00	1627 Direct Deposit
131470	02/15/22	D0754 DC EXPRESS	770.32	1627 Direct Deposit
131471	02/15/22	E0267 EAW SECURITY	900.00	1627 Direct Deposit
131472	02/15/22	F0003 FOLEY, INCORPORATED	1,844.32	1627 Direct Deposit
131473	02/15/22	F0299 FASTENAL CO.	12.83	1627 Direct Deposit
131474	02/15/22	G0133 GARDEN STATE LABORATORIES, INC	110.00	1627 Direct Deposit
131475	02/15/22	H0029 HUMPHREYS PEST CONTROL, INC.	254.00	1627 Direct Deposit
131476	02/15/22	K0354 KANOPY INC	566.00	1627 Direct Deposit
131477	02/15/22	M0261 M.A.I.N., INC.	1,313.24	1627 Direct Deposit
131478	02/15/22	M0353 MIDWEST TAPE LLC	1,462.74	1627 Direct Deposit
131479	02/15/22	M0511 MOTOROLA SOLUTIONS, INC.	42,369.40	1627 Direct Deposit
131480	02/15/22	M0830 MOTT MACDONALD LLC	1,654.75	1627 Direct Deposit
131481	02/15/22	N0482 NICOLETTI SNOW REMOVAL LLC	38,040.00	1627 Direct Deposit
131482	02/15/22	O0021 OFFICE DEPOT	64.19	1627 Direct Deposit
131483	02/15/22	R0393 RESEARCH&DESIGN LANDSCAPE LLC	28,175.00	1627 Direct Deposit
131484	02/15/22	R0824 REPUBLIC SERVICES OF NJ LLC	150.00	1627 Direct Deposit
131485	02/15/22	S0443 STAPLES ADVANTAGE	54.08	1627 Direct Deposit
131486	02/15/22	S1161 SETTEMBRINO ARCHITECTS	25,000.00	1627 Direct Deposit
131487	02/15/22	T0066 CENGAGE LEARNING CREDIT SVCS	159.70	1627 Direct Deposit
131488	02/15/22	T0192 TURN OUT UNIFORMS INC	48.00	1627 Direct Deposit
131489	02/15/22	T0378 THE GUARDIAN LIFE INS CO OF AM	86.18	1627 Direct Deposit
131490	02/15/22	T0497 THE W-T GROUP, LLC	5,414.00	1627 Direct Deposit
131491	02/15/22	V0020 VILLAGE OFFICE SUPPLY	69.50	1627 Direct Deposit
131492	02/15/22	W0339 W.B. MASON	305.70	1627 Direct Deposit
131493	02/15/22	A0060 ANJEC	450.00	1628
131494	02/15/22	A0126 AFLAC NEW YORK	137.94	1628
131495	02/15/22	A0168 ALLIED OIL COMPANY, LLC	15,956.01	1628
131496	02/15/22	A0338 AFLAC	516.61	1628
131497	02/15/22	A0425 ATLANTIC TACTICAL	188.98	1628
131498	02/15/22	A0633 AGOSTINO, JOSEPH OR DONNA	90.00	1628
131499	02/15/22	A0653 ALLRISK, INC	43,949.26	1628
131500	02/15/22	A0716 ACB SERVICES INC	2,660.00	1628
131501	02/15/22	A0717 AAA FACILITY SOLUTIONS LLC	3,700.83	1628
131502	02/15/22	A0725 AK ATHLETIC EQUIPMENT INC	2,003.35	1628
131503	02/15/22	B0001 BAKER & TAYLOR, INC.	1,671.47	1628
131504	02/15/22	B0017 BRIDGEWATER RESOURCES, INC.	1,139.77	1628
131505	02/15/22	B0026 BERNARDS TOWNSHIP CURRENT	4,548.66	1628
131506	02/15/22	B0029 BERNARDS TWP BD OF EDUCATION	7,980,080.00	1628
131507	02/15/22	B0031 BERNARDSVILLE PRINT CENTER	803.72	1628
131508	02/15/22	B0034 BERNARDS TOWNSHIP PAYROLL ACCT	582,347.94	1628
131509	02/15/22	B0044 BASKING RIDGE ANIMAL HOSPITAL	685.00	1628
131510	02/15/22	B0098 BERNARDS TOWNSHIP (RECREATION)	74.38	1628
131511	02/15/22	B0134 BARCO PRODUCTS CO.	189.35	1628
131512	02/15/22	B0241 BANISCH ASSOCIATES, INC.	1,617.00	1628
131513	02/15/22	B0413 BROWNELLS, INC	570.99	1628
131514	02/15/22	B0469 BEATLEMANIA AGAIN, LLC	500.00	1628
131515	02/15/22	B0518 BERNARDSVILLE HARDWARE	19.99	1628
131516	02/15/22	B0819 BHATIA, KSHITIJ	90.00	1628
131517	02/15/22	C0024 GANNETT NEW JERSEY NEWSPAPERS	204.96	1628
131518	02/15/22	C0024 GANNETT NEW JERSEY NEWSPAPERS	62.40	1628
131519	02/15/22	C0024 GANNETT NEW JERSEY NEWSPAPERS	60.06	1628
131520	02/15/22	C0028 CY DRAKE LOCKSMITHS, INC.	25.98	1628

131521	02/15/22	C0208	NJCACOA	250.00	1628
131522	02/15/22	C0401	CAESARS ATLANTIC CITY	279.00	1628
131523	02/15/22	C0482	OPTIMUM	11.45	1628
131524	02/15/22	C0482	OPTIMUM	44.95	1628
131525	02/15/22	C0482	OPTIMUM	33.32	1628
131526	02/15/22	C0482	OPTIMUM	138.44	1628
131527	02/15/22	C0545	AHS HOSPITAL CORP	745.20	1628
131528	02/15/22	C0597	CLIFFSIDE BODY CORPORATION	214.51	1628
131529	02/15/22	C0613	CIGNA GROUP INSURANCE	1,519.99	1628
131530	02/15/22	C0774	COLONIAL LIFE & ACC INSURANCE	643.94	1628
131531	02/15/22	C0811	COASTAL METAL RECYCLING CORP	176.00	1628
131532	02/15/22	C0814	COOPER, HILLARY	125.00	1628
131533	02/15/22	C0935	CPR SAVERS & FIRST AID SUPPLY	278.70	1628
131534	02/15/22	D0855	DEVARAPALLY, GOUTHAM	170.00	1628
131535	02/15/22	D0856	DAVE'S HEAVY TOWING	140.00	1628
131536	02/15/22	E0144	E-Z PASS	100.00	1628
131537	02/15/22	E0231	EKA ASSOCIATES, P.A.	1,147.50	1628
131538	02/15/22	E0297	EMR POWER SYSTEMS LLC	338.90	1628
131539	02/15/22	F0047	FULLERTON FORD	1,589.50	1628
131540	02/15/22	F0148	FAIRFIELD MAINTENANCE INC	375.00	1628
131541	02/15/22	F0158	FLEMINGTON DEPARTMENT STORE	350.30	1628
131542	02/15/22	F0324	FLAGSHIP DENTAL PLANS	250.40	1628
131543	02/15/22	F0326	FX AUTOMOTIVE LLC	237.64	1628
131544	02/15/22	F0330	FIDELITY SECURITY LIFE INS	292.24	1628
131545	02/15/22	G0066	GRAINGER INC	2,078.57	1628
131546	02/15/22	G0098	JCP&L	345.08	1628
131547	02/15/22	G0333	BEDMINSTER CAR WASH	131.40	1628
131548	02/15/22	G0509	GREEN ROCK RECYCLING	300.00	1628
131549	02/15/22	G0681	GOOD, SAMANTHA	80.00	1628
131550	02/15/22	G0682	GARDNER, MATTHEW	150.00	1628
131551	02/15/22	H0061	HARRAH'S RESORT ATLANTIC CITY	570.00	1628
131552	02/15/22	H0178	HOSE SHOP, INC.	582.72	1628
131553	02/15/22	H0235	HOOVER TRUCK CENTERS	8.60	1628
131554	02/15/22	H0246	HOME DEPOT CREDIT SERVICES	701.51	1628
131555	02/15/22	H0297	DIRECT ENERGY BUSINESS	4,981.99	1628
131556	02/15/22	I0010	INTERNATIONAL ASSN.OF ARSON	525.00	1628
131557	02/15/22	J0015	JESCO, INC.	938.43	1628
131558	02/15/22	K0039	KOBESKY, GREGG S.	99.50	1628
131559	02/15/22	K0331	KONICA MINOLTA PREMIER FINANCE	133.42	1628
131560	02/15/22	K0331	KONICA MINOLTA PREMIER FINANCE	192.89	1628
131561	02/15/22	K0331	KONICA MINOLTA PREMIER FINANCE	133.02	1628
131562	02/15/22	K0331	KONICA MINOLTA PREMIER FINANCE	148.97	1628
131563	02/15/22	K0331	KONICA MINOLTA PREMIER FINANCE	133.42	1628
131564	02/15/22	K0331	KONICA MINOLTA PREMIER FINANCE	133.42	1628
131565	02/15/22	L0181	LAND'S END, INC.	449.66	1628
131566	02/15/22	L0331	LEVITT'S LLC	7,610.00	1628
131567	02/15/22	L0490	LEE, ANGELA	155.00	1628
131568	02/15/22	M0443	MODERNFOLD/STYLES, INC.	988.00	1628
131569	02/15/22	M0452	MORRIS REGIONAL PUBLIC HEALTH	1,500.00	1628
131570	02/15/22	M0493	MCELROY, DEUTSCH, MULVANEY &	7,824.91	1628
131571	02/15/22	M0518	KONICA MINOLTA BUSINESS SOL.	13.10	1628
131572	02/15/22	M0518	KONICA MINOLTA BUSINESS SOL.	91.21	1628
131573	02/15/22	M0518	KONICA MINOLTA BUSINESS SOL.	33.73	1628
131574	02/15/22	M0518	KONICA MINOLTA BUSINESS SOL.	50.00	1628
131575	02/15/22	M0518	KONICA MINOLTA BUSINESS SOL.	26.00	1628
131576	02/15/22	M0627	MODERN HANDLING EQUIPMENT CO	40.00	1628
131577	02/15/22	M0837	MORRIS CO CODE OFFICIALS ASSOC	25.00	1628
131578	02/15/22	M0866	MAURO, REBECCA	270.00	1628
131579	02/15/22	M0897	MARTINSON, LLOYD	450.00	1628
131580	02/15/22	M0899	MR JOHN	65.00	1628
131581	02/15/22	M0996	MCGREAL, GERARD	600.00	1628
131582	02/15/22	N0006	NEW JERSEY AMERICAN WATER CO.	44,175.32	1628
131583	02/15/22	N0017	NJ STATE LEAGUE OF MUNICIPAL.	230.00	1628
131584	02/15/22	N0017	NJ STATE LEAGUE OF MUNICIPAL.	115.00	1628
131585	02/15/22	N0029	NJ SOCIETY/MUNICIPAL ENGINEERS	49.00	1628
131586	02/15/22	N0030	NJ STATE ASSN.-CHIEFS/POLICE	873.00	1628
131587	02/15/22	N0032	NJ STATE DEPT HEALTH/SR SVCS	1,240.80	1628
131588	02/15/22	N0035	NEW JERSEY PLANNING OFFICIALS	123.00	1628
131589	02/15/22	N0042	NJ LIBRARY TRUSTEE ASSOCIATION	160.00	1628
131590	02/15/22	N0082	NJAPZA TREASURER	100.00	1628
131591	02/15/22	N0083	NJRPA	750.00	1628
131592	02/15/22	N0187	NJ ENVIRONMENTAL HEALTH ASSOC	200.00	1628
131593	02/15/22	N0317	NEW YORK TIMES - SUBSCRIPTIONS	1,103.31	1628
131594	02/15/22	N0415	NATIONAL FUEL OIL INC	12,161.70	1628
131595	02/15/22	N0440	NORRIS, DR. MICHAEL	175.00	1628
131596	02/15/22	N0462	N M PREMIUM FOODS, INC	1,197.65	1628
131597	02/15/22	N0468	NORCIA CORPORATION	765.00	1628
131598	02/15/22	N0516	NORRIS, KATE	175.00	1628
131599	02/15/22	O0100	OVERDRIVE, INC.	2,248.08	1628
131600	02/15/22	O0105	O.C.A. BENEFIT SERVICES, LLC	84.15	1628
131601	02/15/22	O0135	OUTHOUSE LLC	160.00	1628
131602	02/15/22	P0014	PUBLIC SERVICE ELEC. & GAS CO	4,040.86	1628
131603	02/15/22	P0046	RESERVE ACCOUNT	995.52	1628
131604	02/15/22	P0125	PWANJ	150.00	1628
131605	02/15/22	P0241	PROQUEST LLC	2,475.00	1628
131606	02/15/22	P0415	PERTH AMBOY SPRING WORKS	281.25	1628
131607	02/15/22	P0525	POWER PLACE, INC.	80.28	1628
131608	02/15/22	P0534	PLUG 'N PAY TECHNOLOGIES, INC.	25.80	1628
131609	02/15/22	P0592	PERMITTECHNATION	75.00	1628
131610	02/15/22	P0602	LINDE GAS & EQUIPMENT INC	48.47	1628
131611	02/15/22	P0722	PATEL, NIPU OR DHAVAL	180.00	1628
131612	02/15/22	Q0002	CINTAS CORP. - #062	417.90	1628
131613	02/15/22	R0005	RECORDER PUBLISHING CO., INC	58.14	1628
131614	02/15/22	R0023	RICHIES TIRE SERVICE, INC.	769.10	1628
131615	02/15/22	R0025	RIDGE RESTAURANT	261.00	1628
131616	02/15/22	R0045	RUTGERS - THE STATE UNIVERSITY	3,078.00	1628
131617	02/15/22	R0050	ROTO-ROOTER	2,329.00	1628
131618	02/15/22	R0308	ROUTE 23 AUTO MALL	35.46	1628
131619	02/15/22	R0493	RIDGE BAGEL & CAFE	1,559.27	1628
131620	02/15/22	R0827	RAM TAX LIEN FUND LP	4,510.53	1628
131621	02/15/22	S0067	SOMERSET COUNTY TREASURER	5,542,467.01	1628
131622	02/15/22	S0068	SOMERSET COUNTY TREASURER	524,263.02	1628
131623	02/15/22	S0069	SAL'S AUTO BODY INC.	9,004.68	1628
131624	02/15/22	S0101	STICKEL, KOENIG, SULLIVAN&DRILL	142.50	1628
131625	02/15/22	S0185	SUBURBAN JOINT INSURANCE FUND	348,745.50	1628

131626	02/15/22	S0457	STRAIGHT EDGE STRIPING	15,570.10	1628
131627	02/15/22	S0526	SPATIAL DATA LOGIC	4,000.00	1628
131628	02/15/22	S0628	STATE OF NEW JERSEY-HB	204,829.55	1628
131629	02/15/22	S0691	SUPERIOR DISTRIBUTORS	255.38	1628
131630	02/15/22	S0719	SOMERSET HILLS TOWING	600.00	1628
131631	02/15/22	S0764	STERICYCLE	34.00	1628
131632	02/15/22	S0875	SUNLIGHT GENERAL CAPITAL	91.21	1628
131633	02/15/22	S0913	SHEDLOCK CAR CARE	250.00	1628
131634	02/15/22	S1181	SHAW, ADRIANE	1,138.95	1628
131635	02/15/22	T0024	TRIUS OF NJ INC	222.56	1628
131636	02/15/22	T0049	TROPICANA ATLANTIC CITY	352.00	1628
131637	02/15/22	T0074	TREASURER - STATE OF N.J.	575.00	1628
131638	02/15/22	T0372	TLO, LLC	394.50	1628
131639	02/15/22	V0037	VILLAGE SUPERMARKET, INC.	88.95	1628
131640	02/15/22	V0056	VERIZON WIRELESS	1,002.25	1628
131641	02/15/22	V0056	VERIZON WIRELESS	684.46	1628
131642	02/15/22	V0056	VERIZON WIRELESS	216.16	1628
131643	02/15/22	V0056	VERIZON WIRELESS	825.64	1628
131644	02/15/22	V0056	VERIZON WIRELESS	851.25	1628
131645	02/15/22	V0058	VERIZON	3,452.02	1628
131646	02/15/22	V0073	VAIL INDUSTRIAL SUPPLIES	253.26	1628
131647	02/15/22	V0084	VERIZON	236.98	1628
131648	02/15/22	V0124	VERIZON BUSINESS FIOS	364.99	1628
131649	02/15/22	V0124	VERIZON BUSINESS FIOS	409.98	1628
131650	02/15/22	V0177	VERIZON	580.93	1628
131651	02/15/22	V0185	VERIZON CONNECT	534.27	1628
131652	02/15/22	V0199	VOIANCE LANGUAGE SERVICES LLC	11.04	1628
131653	02/15/22	W0016	WARRENVILLE TRUE VALUE	294.45	1628
131654	02/15/22	W0056	WELDON CONCRETE CO.	945.85	1628
131655	02/15/22	W0085	WARREN TOWNSHIP	250.00	1628
131656	02/15/22	W0259	VENTURA, MIESOWITZ, KEOUGH &	2,719.50	1628
131657	02/15/22	W0277	WOODLANDS WILDLIFE REFUGE, INC	50.00	1628
131658	02/15/22	W0347	EDWARD WACKS & ASSOCIATES, LLC	700.00	1628
131659	02/15/22	X0003	XEROX CORPORATION	189.51	1628
131660	02/15/22	X0005	XTEL COMMUNICATION	473.63	1628
131661	02/15/22	X0005	XTEL COMMUNICATION	1,674.26	1628
-----					
Report Totals		Paid	Void	Amount Paid	Amount Void
		----	----	-----	-----
	Checks:	169	0	15,443,558.11	0.00
	Direct Deposit:	54	0	258,019.70	0.00
		=====	=====	=====	=====
	Total:	223	0	15,701,577.81	0.00
-----					
Totals by Year-Fund					
Fund Description		Fund	Budget Total	Revenue Total	G/L Total
-----					
CURRENT FUND		1-01	200,971.52	0.00	0.00
CURRENT FUND		2-01	15,299,391.20	0.00	0.00
DOG FUND		2-12	2,401.05	0.00	0.00
GOLF COURSE UTILITY		2-26	335.38	0.00	0.00
Year Total:			15,302,127.63	0.00	0.00
CAPITAL FUND		C-04	155,795.06	0.00	0.00
PUBLIC GRANTS		G-02	2,796.35	0.00	0.00
TRUST FUNDS		T-13	29,376.41	0.00	0.00
PROJECT			10,510.84	0.00	0.00
Total Of All Funds:			15,701,577.81	0.00	0.00
			=====	=====	=====
			15,701,577.81	0.00	0.00

Agenda and Date Voted: 02/15/2022

**CERTIFICATION**  
I hereby certify this is a true and exact copy of a resolution adopted by the Bernards Township Committee on 02/15/2022.

Rhonda Pisano, Municipal Clerk



# Resolution of the Township of Bernards

1 Collyer Lane, Basking Ridge, NJ 07920  
908-766-2510; [www.bernards.org](http://www.bernards.org)

---

## **Resolution #2022-0113**

Acceptance of Liberty Corner First Aid Squad 2021 Annual Report, Adoption of the By-Laws,  
and Acknowledgement of 2022 Membership Roster

**WHEREAS**, pursuant to §2-16 of the Revised General Ordinances of the Township of Bernards the First Aid Department of the Township of Bernards shall consist of the First Aid Squad of the Basking Ridge Fire Company #1 and the Liberty Corner First Aid Squad, Inc.; and

**WHEREAS**, the First Aid Squad shall furnish annual reports, in writing to the Township Committee; and

**WHEREAS**, the First Aid Squad shall be governed by the rules and regulations adopted by resolution of the Township Committee.

**NOW THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Bernards that the following is acknowledged and accepted as submitted regarding the LCFAS:

1. The LCFAS 2021 annual report
2. The LCFAS By-Laws, updated 03/18/2020
3. The LCFAS 2022 Roster of members

Agenda Date and Vote: 02/15/2022

### **CERTIFICATION**

I hereby certify this is a true and exact copy of a resolution adopted by the Bernards Township Committee on 02/15/2022.

\_\_\_\_\_  
**Rhonda Pisano, Municipal Clerk**

10:21 AM

01/15/22

Accrual Basis

**Liberty Corner First Aid Squad, Inc.**  
**Statement of Financial Income and Expense**  
January through December 2021

	Unclassified	TOTAL
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
43400 · Direct Public Support		
43450 · Individ, Business Contributions	8,121.60	8,121.60
<b>Total 43400 · Direct Public Support</b>	8,121.60	8,121.60
44500 · Government Grants		
44510 · Agency (Government) Grants	2,000.00	2,000.00
44530 · Local Government Grants	15,000.00	15,000.00
<b>Total 44500 · Government Grants</b>	17,000.00	17,000.00
44830 · Fundraising	93,816.31	93,816.31
45000 · Investments		
45030 · Interest-Savings, Short-term CD	1,945.80	1,945.80
<b>Total 45000 · Investments</b>	1,945.80	1,945.80
47500 · Rentals		
47510 · Rent Revenue - Debt Property	18,000.00	18,000.00
<b>Total 47500 · Rentals</b>	18,000.00	18,000.00
<b>Total Income</b>	138,883.71	138,883.71
<b>Gross Profit</b>	138,883.71	138,883.71
<b>Expense</b>		
<b>Executive Officers</b>		
Alarm Service	720.00	720.00
Anniversary Dinner	59.99	59.99
Building & Grounds Misc	6,050.64	6,050.64
Computer	502.00	502.00
Groceries	3,537.55	3,537.55
Groceries and Uniform	293.27	293.27
Heat/Cool Service	909.66	909.66
Installation Dinner	1,100.00	1,100.00
Sunshine	200.00	200.00
<b>Total Executive Officers</b>	13,373.11	13,373.11
<b>Line Officers</b>		
Communications Equipment	1,029.78	1,029.78
Communications Maintenance	2,015.83	2,015.83
Medical Supplies	7,657.31	7,657.31
Training	1,758.93	1,758.93
Uniforms	168.99	168.99
<b>Total Line Officers</b>	12,630.84	12,630.84



10:21 AM

01/15/22

Accrual Basis

**Liberty Corner First Aid Squad, Inc.**  
**Statement of Financial Income and Expense**  
January through December 2021

	Unclassified	TOTAL
Training	1,712.50	1,712.50
Utilities		
Cable TV	659.45	659.45
Gas & Electric	5,958.95	5,958.95
Water	1,459.00	1,459.00
Total Utilities	8,077.40	8,077.40
Void	0.00	0.00
50300 · Auto		
Fuel	1,182.59	1,182.59
Service	14,843.73	14,843.73
Total 50300 · Auto	16,026.32	16,026.32
60900 · Business Expenses	2.00	2.00
62100 · Contract Services		
62110 · Accounting Fees	3,960.00	3,960.00
62130 · Fundraising Fees	5,171.75	5,171.75
62140 · Legal Fees	133.00	133.00
Total 62100 · Contract Services	9,264.75	9,264.75
62800 · Facilities and Equipment		
62850 · Janitorial Services	5,940.00	5,940.00
Total 62800 · Facilities and Equipment	5,940.00	5,940.00
65000 · Operations		
65020 · Postage, Mailing Service	3,263.09	3,263.09
65040 · Supplies	600.63	600.63
65050 · Telephone, Telecommunications	1,649.46	1,649.46
Total 65000 · Operations	5,513.18	5,513.18
65100 · Other Types of Expenses		
65150 · Memberships and Dues	650.00	650.00
65160 · Other Costs	34.00	34.00
Total 65100 · Other Types of Expenses	684.00	684.00
69800 · Uncategorized Expenses	1,310.28	1,310.28
Total Expense	74,534.38	74,534.38
Net Ordinary Income	64,349.33	64,349.33
Net Income	<b>64,349.33</b>	<b>64,349.33</b>

BYLAWS OF  
LIBERTY CORNER FIRST AID SQUAD, INC.



Adopted and Effective December 01, 2021

# Table of Contents

## Article I – General

Section 1	Liberty Corner First Aid Squad.....	4
Section 2	By-Laws/Procedures.....	4
Section 3	Not-For-Profit.....	4
Section 4	Executive Committee.....	4
Section 5	Desolution.....	4

## Article II – Membership

Section 1	Classifications.....	4
Section 2	Regular.....	4
Section 3	Probationary.....	5
Section 4	Associate.....	5
Section 5	Driver.....	5
Section 6	Inactive.....	5
Section 7	Retired.....	6
Section 8	Honorary.....	6
Section 9	Duty Time.....	6
Section 10	Quarterly Review of Members.....	6
Section 11	No Alcohol or Drugs .....	6
Section 12	Calls are Confidential.....	6

## Article III – Officers

Section 1	List of Officers.....	7
Section 2	Captain.....	7
Section 3	Training Lieutenant.....	7
Section 4	Ambulance Lieutenant .....	7
Section 5	Scheduling Officer.....	7
Section 6	Quartermaster.....	7
Section 7	President.....	8
Section 8	Vice President.....	8
Section 9	Treasurer.....	8
Section 10	Secretary.....	8
Section 11	Chair of Executive Committee.....	8
Section 12	Terms of Office.....	8

## Article IV– Executive Committee

Section 1	Duties.....	8
Section 2	Meetings & Members.....	9
Section 3	Quarterly Reviews.....	9
Section 4	Long Range Plans, Capital Needs & Insurance.....	9

## Article V- Meetings and Drills

Section 1	Regular Meetings .....	9
Section 2	Quorum.....	9
Section 3	Drills .....	9

## Article VI– Finance

Section 1	Duties of Treasurer.....	10
Section 2	Expenditures over \$250.....	10
Section 3	Captain & President’s Approval up to \$1,000.....	10
Section 4	Payment of Expenditures.....	10
Section 5	Not Allowed to Make Charitable Donations.....	10

## Article VII – Voting and Election of Officers

Section 1	Qualifications.....	11
Section 2	Nominating Committee.....	11
Section 3	Presenting the Slate.....	11
Section 4	Voting.....	11
Section 5	Temporary Vacancies.....	12

## Article VIII –Leaves, Resignations, Complaints and Dismissal

Section 1	Leave of Absence.....	12
Section 2	Academic Leave.....	12
Section 3	Expired Certificates.....	12
Section 4	Resignations.....	13
Section 5	Dismissals.....	13
Section 6	Removal of Officers.....	13
Section 7	Written Complaints.....	13
Section 8	Appeals.....	13

## Article IX –Procedures for Change

Section 1	Presentation to Secretary.....	14
Section 2	First & Second Readings.....	14
Section 3	Definition of Reading.....	14

## ARTICLE I - GENERAL

**SECTION 1** – Liberty Corner First Aid Squad, Inc. (the “Squad”) is committed to a policy of nondiscrimination with respect to race, religion, gender, and national origin in accordance with applicable law.

**SECTION 2** – Matters not specifically addressed in these Bylaws will be governed by the Procedures. The Executive Committee established pursuant to Article IV hereof will have authority to act on and resolve any matter not otherwise provided for in or governed by the Bylaws or the Procedures.

**SECTION 3** – Liberty Corner First Aid Squad, Inc. is and shall be maintained as a not-for-profit New Jersey corporation and shall, to the maximum extent practicable, be operated and maintained as an “exempt organization” under Section 501(c)(3) of the Internal Revenue Code (or its successor provision, if applicable).

**SECTION 4** -- The Executive Committee shall have the authority, upon majority vote of all Regular members present at a regular or special meeting held in accordance with Article V, Section 1 hereof, to take any corporate action, enter any transaction, or adopt any corporate resolution in the name of Liberty Corner First Aid Squad, Inc. In the event any such corporate matter reasonably requires action before a regular or special meeting is convened, the Executive Committee shall have the authority to act subject to ratification by the members as soon as practicable thereafter.

**SECTION 5** -- In the event of the dissolution or termination of Liberty Corner First Aid Squad, Inc. for any reason other than a merger or reorganization of the Corporation, all assets of the Corporation, including property then owned by the Corporation, and all income to which it is entitled, shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code (or its successor provision, if applicable), or shall be distributed to the federal government, or to a state or local government, for a public purpose.

## ARTICLE II - MEMBERSHIP

**SECTION 1** – There are seven classes of membership in the Squad: Regular, Probationary, Associate, Driver, Inactive, Retired, and Honorary. A Regular, Probationary or Associate member must reside or be employed in Bernards Township (“Township”) and meet the other requirements of the membership class specified in this Article. The requirement that members reside or be employed in the Township may be waived by vote of the membership.

**SECTION 2** – A Regular member is one who holds all certifications required by the State of New Jersey (“State”) and the Bylaws and Procedures to practice as an EMT (collectively, “Certification”), is at least 18 years of age, has been approved for membership by the Township, and has satisfactorily completed the probationary period described in Article II, Section 3 hereof. A Regular member may participate fully in the administration of emergency medical services as an EMT.

**SECTION 3** – A Probationary member is one who seeks Regular membership, is at least 17 years of age, has been approved for membership by the Membership Committee and by the Township, and holds valid Certification. Probationary members must serve a probationary period commencing upon the later of certification as an EMT or approval by the Township. A Probationary member may assist Regular members in the administration of emergency medical services as an EMT. No later than 6 months after the probationary period begins (and sooner if the member's performance and experience warrant), the Captain will review the member's status with the Executive Committee, which can either move the member to Regular status, dismiss the member for unsatisfactory performance, or extend the probationary period for up to another 6-month period. After one year of probationary status, a member who has not demonstrated suitability for Regular membership may be dismissed from the Squad by the Executive Committee. A Probationary member who receives one or more leaves of absence may have the probationary period extended by the length of the leaves, but in no event by more than 6 months in aggregate. A Probationary Member must satisfy duty requirements as outlined in Section 8 during their probationary status to remain a member of the squad.

**SECTION 4** – An Associate member is one who is at least 17 years of age, has been approved for membership by the Membership Committee, but does not yet hold Certification. At the discretion of the Membership Committee, a new Associate member may be approved at 16 years of age if the member enrolls in an EMT training course with a scheduled completion date after the member attains 17 years of age. An Associate member has one year from the date of approval to fulfill all the requirements for becoming a Probationary member. An Associate member may participate in drills, meetings and other Squad activities that do not require Certification.

**SECTION 5** – A Driver member is one who is at least 21 years of age and has been approved for membership by the Membership Committee. A Driver must pass all Ambulance Driver Requirements. A Driver must maintain a Rescuer or Health Care Professional CPR certificate and First Aid training. The Ambulance Lieutenant will determine when the Driver is suitable for Captain review of approval. During periods of declared emergency the First Aid requirement may be waived by the Ambulance Lieutenant.

**SECTION 6** – An Inactive member is a Probationary or Regular member who has been granted a leave of absence as described in Article VIII Sections 1 and 2 hereof, whose Certification has lapsed in whole or in part, or who is subject to the procedures specified in Article VIII, Sections 3 and 8 hereof. An Inactive member will not participate in the administration of emergency medical services as an EMT. Members on Inactive status due to leave of absence or lapse in Certification may regain prior membership status at any time, with the approval of the Executive Committee, upon termination of the leave of absence and/or with valid Certification.

**SECTION 7** – A Retired member is one who has served at least 15 years as a Regular member and who requests retirement status from the Executive Committee. A Retired member will not participate in the administration of emergency medical services as an EMT. Retired members may regain Regular membership at any time, with the approval of the Executive Committee, and with valid Certification.

A Retired member may serve on any committee or elected/appointed office except Captain, Training Lieutenant and Ambulance Lieutenant.

A Retired member may not vote for the offices Captain, Training Lieutenant and Ambulance Lieutenant.

**SECTION 8** – An Honorary member is anyone on whom this classification is bestowed by majority vote of the Squad to recognize contributions of service or assistance to the Squad or the community.

**SECTION 9** – Regular and Probationary members must attend at least one regular meeting quarterly, attend at least one regular drill quarterly, and serve an average of 30 hours of duty time per month, in at least 9 out of the preceding 12 months. Regular members who are medically unable to serve duty time due to illness or injury shall, upon written notice to the Executive Committee accompanied by suitable documentation from a medical professional, be excused from up to 3 consecutive months of duty time requirements without affecting their status, including voting eligibility, under the Squad's Bylaws or Procedures. For purposes of evaluating compliance with such eligibility and other requirements, excluding LOSAP eligibility, the months during which a member is deemed medically unable to serve as described above shall be treated as if the member had served the required duty time.

Members who serve at least 10 years as Regular members while maintaining voting eligibility may, upon written notice to the Executive Committee, assume "Regular-Exempt" status and be relieved of the duty time requirements of this Section. Daytime members must serve an average of 24 hours of duty time per month in at least 9 of the preceding 12 months.

**SECTION 10** - The Executive Committee shall review quarterly the compliance of all members with the minimum membership requirements set forth above. Members failing to satisfy any of these requirements may be asked to provide an explanation to the Executive Committee. Inadequate explanation, or repeated failures to satisfy requirements, may be grounds for dismissal from the Squad pursuant to Article VIII Section 5.

**SECTION 11** – No member will respond to any call while under the influence of alcohol or drugs, or while carrying any dangerous weapon.

**SECTION 12** – Information concerning any call is to be kept strictly confidential, except as required or authorized by law.

## ARTICLE III – OFFICERS

**SECTION 1** – The officers of the Squad are Captain, Training Lieutenant, Ambulance Lieutenant, Scheduling Officer, Quartermaster, President, Vice President, Treasurer, Secretary, and Chair of the Executive Committee. Captain, Training Lieutenant, Ambulance Lieutenant, President, Vice President, Treasurer and Chair of the Executive Committee are elected officers. These officers are to be nominated from Regular or Retired members eligible to vote as defined in Article VII Section 1. Elected officers must maintain Regular, Regular-Exempt or Retired membership status and eligibility to vote throughout their terms of office. No member may hold more than one elected office simultaneously. Secretary, Quartermaster and Scheduling Officer are appointed positions. These officers are to be appointed from Regular and Probationary members at the annual meeting. The President shall appoint the Secretary, and the Captain shall appoint the Quartermaster and Scheduling Officer.

**SECTION 2** – The Captain is responsible for the line operations of the Squad in accordance with the Bylaws and the Procedures, as well as with training and practice protocols applicable to EMTs. The Captain will report monthly at regular meetings, and will make a report of annual call activity at the annual meeting.

**SECTION 3** – The Training Lieutenant is responsible for planning and conducting training drills and activities, for obtaining and maintaining appropriate training equipment and materials, and for maintaining current records of each member's drill attendance for the preceding 12 months and Certification status. The Training Lieutenant will advise the Captain and the Executive Committee of the expiration of any certification necessary for any member to retain Regular or Probationary status, and will report monthly at regular meetings.

**SECTION 4** – The Ambulance Lieutenant is responsible for the maintenance of the ambulances and all first aid equipment carried thereon, and will report monthly at regular meetings.

**SECTION 5** – The Scheduling Officer is responsible for scheduling crew time for regular duty coverage and any special events in which the Squad participates, and maintaining current records of each member's duty time for the preceding 12 months. The Scheduling Officer will issue a written monthly duty schedule to all members and report monthly at regular meetings.

**SECTION 6** – The Quartermaster is responsible for the purchase and inventory of first aid supplies, first aid equipment and uniforms, and will report monthly at regular meetings.



**SECTION 7** – The President is responsible for the administrative operations of the Squad in accordance with the Bylaws and the Procedures. The President conducts all regular and special meetings, and will report monthly at regular meetings and present an annual report at the annual meeting.

**SECTION 8** – The Vice President will assume the duties of President in the President’s absence and will perform duties as assigned by the President or prescribed in the Bylaws and Procedures.

**SECTION 9** – The Treasurer will keep the accounts of the Squad in such banks as the Treasurer, with the consent of the Executive Committee, may designate. The Treasurer is responsible for recording and depositing monies received by the Squad and for verifying and paying amounts owed by the Squad, in accordance with the Bylaws and the Procedures, as well as with prudent accounting practices. The Treasurer will report monthly on expenditures and income at regular meetings, will make financial records and information available to the Executive Committee for its review and oversight, and will present an annual report of the Squad’s financial status no later than at the February meeting.

**SECTION 10** – The Secretary will keep accurate minutes of business conducted at regular and special meetings, will maintain and file all correspondence and business records of the Squad as appropriate, will maintain a current record of each member’s meeting attendance for the preceding 12 months, and will report monthly at regular meetings.

**SECTION 11** – The Chair of the Executive Committee is responsible for the business of the Executive Committee as described in the Bylaws and the Procedures, will schedule and preside at meetings of the Executive Committee at least quarterly, and will keep informed about the status of line and administrative functions of the Squad. The Chair of the Executive Committee will report at regular meetings.

**SECTION 12** – The term of office for all officers will be one year, or until a successor is duly installed (whichever is later), except that the term of office for the Chair of the Executive Committee shall be 2 years, or until a successor is duly installed. Newly elected officers will take office at the regular meeting next following their election.

## **ARTICLE IV – EXECUTIVE COMMITTEE**

**SECTION 1** – The Executive Committee shall be responsible for overseeing the operation of the Squad in accordance with the Bylaws and the Procedures, and consists of the Chair of the Executive Committee, the Captain and one other elected line officer designated by the Captain, the President, and the Vice President.

**SECTION 2** – The Executive Committee will meet at the call of the Chair of the Executive Committee, at least quarterly, on no less than 48 hours’ notice to Executive Committee members. The Chair of the Executive Committee plus two other members (or, if the office of Chair of the Executive Committee is vacant, the Captain, the President and one other member) constitutes a quorum to conduct the business of the Executive Committee. Except as otherwise provided in the Bylaws, a simple majority of Executive Committee members present shall be required to adopt any motion. At the discretion of the Chair of the Executive Committee, other members of the Squad may be invited or requested to attend Executive Committee meetings, or portions thereof, to present or receive relevant information.

**SECTION 3** – At least quarterly, the Executive Committee will meet to review the Squad’s financial status and accounts; to consider any requests for Leaves of Absence; to review the status and progress of Probationary members; and to review as needed the status and performance of individual members and officers with respect to their duties under the Bylaws and the Procedures.

**SECTION 4** – The Executive Committee shall also consider and make recommendations to the Squad or to the appropriate committee about such long-range planning or operational matters as major capital needs, insurance and bonding coverage for the Squad, recruitment of new members, and changes to the Bylaws or the Procedures.

## ARTICLE V – MEETINGS AND DRILLS

**SECTION 1** – Regular meetings for all members will normally be held the first Wednesday of each month. The regular meeting in January will also be designated as the annual meeting. Special meetings will be called when the Secretary receives a written request from any 5 members eligible to vote, or from the President, such special meetings to be scheduled on no less than 48 hours’ notice to all members. The President shall assure that adequate opportunity is afforded at each regular meeting for members to obtain, present and discuss information about committee activities, old business and new business. The President will conduct meetings in a manner consistent with mutual respect, common sense and efficiency.

**SECTION 2** – One-half of all Regular members eligible to vote constitutes a quorum to conduct business at all Regular and Special meetings. Except as otherwise provided in the Bylaws, a simple majority of members present and eligible to vote shall be required to adopt any motion.

**SECTION 3** – Regular drills for all members will normally be held on the third Wednesday of each month. Special drills may also be called at the discretion of the Training Lieutenant, on no less than 48 hours’ notice to all members.

## ARTICLE VI – FINANCE

**SECTION 1** - The Treasurer will, with the consent of the Executive Committee, engage accounting professionals as appropriate to conduct periodic audits of Squad finances and assist with tax return preparation, and will keep the Executive Committee fully advised of the activities, findings and recommendations of such professionals. The Treasurer, with the assistance of the Finance Committee, will be responsible for filing all financial forms and reports required of the Squad, including (without limitation) IRS Form 990, annual charitable registration forms for the State, and any reports required by the Township.

**SECTION 2** – Except as otherwise provided in the Bylaws, all expenditures of Squad funds greater than \$250 require the approval of members in accordance with Article V, Section 2 hereof.

**SECTION 3** – The Captain and the President shall each have the authority to approve expenditures not to exceed \$1000 in any month, and the amount, justification and receipt for each such expenditure shall be reported promptly to the Treasurer.

**SECTION 4** – In the case of routine or recurring expenses for utilities, equipment leases, building maintenance and other similar needs of the Squad, the Treasurer may make payment upon receipt of proper bills or invoices. Expenditures of Squad funds will normally be made by check. All checks require 2 signatures. The President, the Treasurer, the Vice President, and the Chair of the Executive Committee will be authorized to sign checks, provided they execute the forms required by the bank for such purpose. In the case of recurring monthly expenses for utilities and equipment leases, payment may be made by pre-authorized electronic debit from a Squad checking account, at the discretion of the Treasurer.

**SECTION 5** – Squad funds shall not be used for donations or contributions to charitable, religious, political or other similar causes or organizations.

## ARTICLE VII -- VOTING AND ELECTION OF OFFICERS

**SECTION 1** –All Regular or Retired members of the Squad present at meetings are eligible to vote on motions made at such meetings, provided they are then in compliance with the following criteria:

- (a) Attendance at 50% or more of all regular meetings during the 12 months preceding the vote, as determined by the Secretary;
- (b) Attendance at 50% or more of all regular drills during the 12 months preceding the vote, as determined by the Training Lieutenant; and
- (c) Satisfaction of the applicable minimum duty time requirements set forth in Article II Section 9, above, as determined by the Scheduling Officer.

Retired members must only satisfy Section 1a to vote.

**SECTION 2** – There shall be a Nominating Committee constituted annually at the October regular meeting, consisting of three (3) Regular or Retired members eligible to vote and who have agreed to serve on the committee if elected. Nominations for the Nominating Committee may be made by any Regular, Retired or Probationary member. Election to the Nominating Committee requires a majority vote of members present who are eligible to vote. Voting will be by written ballot, unless there are only five nominees, in which event the nominees will be deemed elected.

**SECTION 3** – For election of officers, the Nominating Committee will present at the November regular meeting a slate composed of at least one candidate for each office to be filled as of the next annual meeting. Each such candidate will be a Regular or Retired member eligible to vote who has agreed to serve if elected. Also, at the November meeting, additional nominations may be made from the floor. Any such additional nominee who is a Regular or Retired member eligible to vote and agrees to serve if elected shall be included on the ballot for the office to which nominated. After the adjournment of the November meeting, no additional nominations for office will be accepted, unless a nominee proposed by the Nominating Committee becomes ineligible or unwilling to serve if elected. In that event, the Nominating Committee shall reconvene prior to the December meeting and propose a replacement nominee who meets the criteria above, which nominee shall be announced to members as soon as practicable, but in no event later than the start of the December regular meeting.

**SECTION 4** – The election of officers will take place at the December regular meeting. The President will prepare and distribute to eligible voters written ballot forms containing the names of all duly-nominated candidates. Voting will be by written ballot which will be tabulated and the outcome announced immediately to the members. Individual vote totals will not be announced or disclosed, and write-in ballots will not be tabulated. For each office, the candidate with the greatest number of votes will be elected. In the event of a tie vote, an immediate revote by written ballot will be conducted



between or among the tied candidates. If the vote remains tied after the revote, the outcome will be determined by lot drawn during the December meeting.

**SECTION 5** - Temporary (not to exceed 4 months) vacancies in an elected office will be filled, if deemed necessary, by a replacement designated by the Captain or the President for vacant line or administrative offices, respectively. A temporary vacancy in the office of Chair of the Executive Committee will not be filled, and the Captain and the President shall jointly perform the functions of the vacated office. All vacancies (temporary or otherwise) in the office of President will be filled by the Vice President. All other vacancies of more than 4 months' duration in any elected office will be filled at the meeting following announcement of the vacancy in accordance with the eligibility and voting procedures set forth in Sections 3 and 4 above, except that all nominations of candidates for vacant offices will be by motion from the floor, and a Nominating Committee will not be convened.

## **ARTICLE VIII – LEAVES, RESIGNATIONS, COMPLAINTS AND DISMISSAL**

**SECTION 1** – A leave of absence from Squad membership may be obtained by any Regular or Probationary member upon written request to the Executive Committee specifying the approximate duration (up to 6 months) of the leave requested. At the end of the initial leave of absence, the member must either request a return to prior status in accordance with Article II Section 6 hereof, request to extend the leave of absence for up to one additional 6-month period, or resign from the Squad. A member on a leave of absence will be placed on Inactive status.

**SECTION 2** – Regular or Probationary members who reside at and attend full-time post-secondary schools outside the Township may obtain successive academic leaves of absence of up to 6 months each, corresponding to the times they are actually attending school, over a period of up to 4 years, by written request to the Executive Committee. Members obtaining such academic leaves must maintain current Certification, notify the Scheduling Officer of times when they will be residing in the Township, and return to active status during such times. Members on academic leaves who do not return to active status, and meet the requirements of such status, for any appreciable time during any two consecutive academic leave periods without prior approval of the Executive Committee will not be eligible for further leaves of absence and are subject to dismissal from the Squad.

**SECTION 3** – A Regular or Probationary member whose Certification has expired in whole or in part shall be deemed to be on leave of absence and shall immediately be placed on Inactive status by the Executive Committee. Such members may return to prior status by providing evidence of necessary recertification to the Executive Committee within one year after being placed on Inactive status. Any member who is subject to investigation or disciplinary proceeding by the State under the laws or regulations governing the practice of EMTs, or is arrested or indicted for a felony or crime of moral turpitude, shall be placed on Inactive status pending resolution of the charges or other proceedings.

**SECTION 4** – Any member may resign from the Squad at any time by so notifying the Secretary or the Executive Committee in writing.

**SECTION 5** – The Executive Committee may, by majority vote, dismiss any member for cause, including (without limitation) repeated failures to satisfy attendance and duty time requirements, violation of the Bylaws or the Procedures, violation of the laws or regulations governing the practice of EMTs, dishonesty, conviction of a felony or crime of moral turpitude, or other conduct detrimental to the Squad. Prior to considering the dismissal of a Regular member, the Executive Committee will invite the member (on no less than 7 days' written notice sent via first class mail) to appear and present such information as the member may deem relevant. If the member is also a member of the Executive Committee, that member will be recused from the Executive Committee's deliberations and vote. A decision to dismiss a member under this section shall be reduced to writing and mailed within 3 business days to the affected member.

**SECTION 6** – Elected and appointed officers of the Squad are also subject to removal from office by majority vote of the Executive Committee that the officer is not fulfilling the duties of the office as set forth in the Bylaws and the Procedures. Prior to voting on such matter, the Executive Committee will invite the officer (on no less than 7 days' written notice sent via first class mail) to appear and present such information as the officer may deem relevant. If the officer in question is also a member of the Executive Committee, that officer will be recused from the Executive Committee's deliberations and vote. A decision to remove an officer under this section shall be communicated within 3 business days after the vote to the affected officer.

**SECTION 7** – Any member may file a written complaint with the Executive Committee against any other member, alleging violations described in Section 5 above. Any complaint pertaining to the circumstances of a particular squad call should first be presented to and discussed with the Captain, who should attempt to resolve the matter. The Executive Committee must receive member complaints within 30 days of the conduct complained of, or the Executive Committee will not entertain the member's complaint. The Executive Committee will meet to consider any complaint against a Regular member duly filed under this Section within 30 days of the receipt of the complaint and on no less than 7 days' written notice sent via first class mail to the complaining member and the member against whom the complaint is made. Those members will be invited to appear and present such information as they deem relevant. After such presentations, the Executive Committee will deliberate in closed session, and resolve the complaint by majority vote. Any party who is also a member of the Executive Committee will be recused from the deliberations and vote. The Executive Committee's decision will be reduced to writing, and mailed to the parties within 3 business days.

**SECTION 8** – If the Executive Committee votes to dismiss a Regular member from the Squad, the member will immediately be placed on Inactive status, and may appeal the dismissal to the membership at the next Regular meeting. A two-thirds majority vote of members present and eligible to vote is needed to overrule the Executive Committee's decision. Absent such a vote, the dismissal will become immediately effective. A Probationary or Associate member dismissed from the Squad for any reason will not receive a hearing and will not be allowed to appeal. Any member dismissed from the Squad may not reapply for membership until one year from the date of dismissal.

## ARTICLE IX – PROCEDURES FOR CHANGE

**SECTION 1** – A proposal to amend the Bylaws or the Procedures may be introduced at any Regular meeting by the Procedures and Bylaws Committee or by motion made by any member present and eligible to vote. Any such proposal shall be made in writing, and presented to the Secretary at the time it is first introduced for inclusion in the minutes.

**SECTION 2** – At the time a proposed amendment is introduced, it will be read (“first reading”) to members at the Regular meeting. Discussion will be allowed on the proposal after the first reading and amendments or suggestions may be entertained. A “second reading” of the proposed amendment will take place at the next Regular meeting. Minor changes to the proposed amendment (as determined by the officer presiding at the meeting) based on discussion after the first reading will be permitted without requiring another first reading. After the second reading, the proposed amendment will be put to a vote. A two-thirds majority of members present and eligible to vote is required to approve a change in the Bylaws; a simple majority of members present and eligible to vote is required to approve a change in the Procedures. Amendments will become effective upon adoption unless otherwise specified.

**SECTION 3** – In the case of any general or major proposed amendment to the Bylaws or the Procedures, the requirement of a first and second reading set forth in Section 2, above, will be deemed satisfied by providing written copies of the proposed amendments available to all members, with an explanation of the proposed changes and opportunity for discussion, at or prior to the regular meeting at which the amendment is first introduced.



# Resolution of the Township of Bernards

1 Collyer Lane, Basking Ridge, NJ 07920  
908-766-2510; [www.bernards.org](http://www.bernards.org)

---

## **Resolution #2022-0114**

Authorizing a Memorandum of Understanding between the Somerset County Prosecutor's Office and the Township of Bernards for Participation in the Fire Investigation Unit Specifically Naming Russel Nydegger as the Participating Official and Authorizing the Administrator to Execute Said Memorandum of Agreement for the Time Period of 2/15/2022 - 12/31/2023

**WHEREAS**, for efficiency purposes and comprehensive investigation of arsons and other major crimes in the County of Somerset, the Somerset County Prosecutor has created the Somerset County Fire Investigation Unit; and

**WHEREAS**, the purpose of the Memorandum of Understanding is to delineate the goals and responsibilities of the Fire Investigation Unit maximizing inter-agency cooperation in investigative endeavors involving fires; and

**WHEREAS**, the Points of Understanding are listed in the Memorandum of Understanding and have been reviewed by the Fire Official and is acceptable.

**NOW THEREFORE BE IT RESOLVED**, that the Township Committee of the Township of Bernards, in the County of Somerset, State of New Jersey hereby authorizes a Memorandum of Understanding between the Somerset County Prosecutor's Office and the Township of Bernards for participation in the Fire Investigation Unit specifically naming Russel Nydegger as the participating member and authorizes the Administrator to execute said agreement for the Time Period of 2/15/2022-12/31/2023.

Agenda Date and Vote: 02/15/2022

### **CERTIFICATION**

I hereby certify this is a true and exact copy of a resolution adopted by the Bernards Township Committee on 02/15/2022.

\_\_\_\_\_  
Rhonda Pisano, Municipal Clerk





# Resolution of the Township of Bernards

1 Collyer Lane, Basking Ridge, NJ 07920  
908-766-2510; [www.bernards.org](http://www.bernards.org)

## Resolution #2022-0115

### Acceptance of the Construction Official's 2021 Annual Report

**WHEREAS**, pursuant to §12-1.4. of the Revised General Ordinances of the Township of Bernards, the Construction Official shall, with the advice of the subcode officials, prepare and submit to the Township Committee biannually a report recommending a fee schedule based on the operating expenses of the agency and any other expenses of the municipality fairly attributable to the enforcement of the State Uniform Construction Code Act; and

**WHEREAS**, the 2021 annual report has been submitted as required.

**NOW, THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Bernards that the following 2021 Annual Report of the Construction Official be accepted as submitted.

- **Applications received and reviewed:** 2641
- **Permits issued:** 2385
- **Permit updates issued:** 196
- **Additions:** 44
- **Alterations:** 2478
- **New single family unit permits:** 9
- **Single family demolition permits:** 2
- **Certificates of Occupancy issued:** 50
- **Certificates of Approval issued:** 2176
- **Inspections conducted:** 6367
- **Penalties Collected:** \$ 7450.00
- **Revenue:** \$974,427.40
- **Expenditures:** \$824,210.11

	2017	2018	2019	2020	2021
Applications	2555	2389	2280	2210	2641
Permit Issued	2247	2136	2046	1906	2385
Permit Updates	278	242	241	155	196
Additions	57	45	46	40	44
Alterations	2387	2248	2166	1951	2478
New Single-Family Permits	9	8	5	6	9
Single Family Demolitions	3	7	6	9	2
Certificates of Occupancy	71	62	64	26	50
Certificates of Approval	2141	1480	2029	1174	2176
Inspections	7338	6872	6611	5294	6367
Penalties revenue	\$11,800.00	\$ 8,600.00	\$11,300.00	\$14,150.00	\$7,450.00
Revenues	\$1,653,321.00	\$874,994.00	\$644,254.00	\$977,571.00	\$974,427.40
Expenditures	\$802,662.71	\$861,478.12	\$775,116.46	\$ 745,685.94	\$824,210.11

### **Highlights:**

- Construction permit activity continues to be very active.
- All our permit handouts on the township web site include fillable PDFs of the correct forms for the project the customer is planning.
- The on-line inspection request program through the SDL Portal has proven a valuable tool. Customers can request inspections 24/7 and choose from 3 dates. Our staff then schedules the inspection, and the customer automatically receives notification of the scheduled day for their inspection. Limiting "phone tag" back and forth.
- We have launched on-line permit applications through the SDL Portal, which has greatly enhanced the customer experience as well as limit submittal of incomplete applications.
- Customers can now pay all permit fees on-line.
- Real Estate transfers require a Construction Records Clearance. These can now be applied for and paid for on-line.
- A huge thank you to Dawn Neil for all her work with all our on-line permit applications.

Agenda Date and Vote: 02/15/2022

#### **CERTIFICATION**

**I hereby certify this is a true and exact copy of a resolution adopted by the Bernards Township Committee on 02/15/2022.**

\_\_\_\_\_  
**Rhonda Pisano, Municipal Clerk**



# Resolution of the Township of Bernards

1 Collyer Lane, Basking Ridge, NJ 07920  
908-766-2510; [www.bernards.org](http://www.bernards.org)

## Resolution #2022-0116

Authorizing Acceptance of Funds from Sub-grant Award #FY21-EMPG-EMAA-1802 of the Federal Fiscal Year 2021 Emergency Management Agency Assistance Program Funding - \$10,000.00

**WHEREAS**, the Township of Bernards, has been awarded State Homeland Security Grant Program Subgrant CFDA #97.042, Award #FY21-EMPG-EMAA-1802 from the New Jersey State Police Office of Emergency Management with a performance period of July 1, 2021 through June 30, 2022; and

**WHEREAS**, the Sub-grant, consisting of a \$10,000.00 Federal Award is for the purpose of enhancing the Bernards Township Office of Emergency Management's ability to prevent, protect against, respond to and recover from acts of terrorism, natural disasters and other catastrophic events and emergencies and shall be used for emergency management purposes.

**NOW, THEREFORE, BE IT RESOLVED**, that the Township of Bernards is authorized to accept and shall accept the award of the FY21 Emergency Management Agency Assistance Sub-Grant Program in the amount of \$10,000.00 Federal Funds from the New Jersey State Police, Office of Emergency Management; and

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, that the Bernards Township Chief Financial Officer and Director of Emergency Management are authorized to sign the appropriate Sub-grant award documents with the New Jersey State Police, Office of Emergency Management and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement; and

**NOW, THEREFORE, BE IT FINALLY RESOLVED**, that the Township Clerk forward two copies of this resolution to the New Jersey State Police, Office of Emergency Management.

Agenda and Date Voted: 02/15/2022

### CERTIFICATION

I hereby certify this is a true and exact copy of a resolution adopted by the Bernards Township Committee on 02/15/2022.

\_\_\_\_\_  
Rhonda Pisano, Municipal Clerk

### EXPLANATORY STATEMENT:

The Bernards Township Office of Emergency Management applies for and has received for many years EMAA grant funding to supplement the Emergency Management operating budget. "Acceptance Requirements" for the grant application this federal fiscal year requires that the governing body adopt an official resolution indicating that the Township will utilize grant money for the intended purpose. The grant award this year is \$10,000.00. This year there is no requirement for a financial match by the Township. The terms of the conditions require the funds be used for emergency management purposes.

Christopher Hurst, Emergency Management Coordinator



# Resolution of the Township of Bernards

1 Collyer Lane, Basking Ridge, NJ 07920  
908-766-2510; [www.bernards.org](http://www.bernards.org)

---

## **Resolution #2022-0117**

Authorization to Join the Borough of Bernardsville  
In Applying for a LEAP Implementation Grant to Support Fire Prevention Shared Services

**WHEREAS**, the State of New Jersey has appropriated \$10 million for Shared Services and School District Consolidation Study and Implementation Grants to assist local units with the study, development and implementation of new shared and regional services; and

**WHEREAS**, the Department of Community Affairs, Division of Local Government Services (DLGS) is tasked with administering these grant funds through the Local Efficiency Achievement Program (LEAP); and

**WHEREAS**, LEAP Implementation Grants exist to support costs associated with shared service implementation to ensure that meaningful, efficiency generating initiatives are not hindered by short term transitional expenses; and

**WHEREAS**, the Borough of Bernardsville and Bernards Township propose to enter into a shared services agreement, but face certain expenses associated with implementation that present a burden to the local units; and

**WHEREAS**, the purpose of this shared services agreement is to provide a full time Fire Prevention Department, which will benefit the residents of the Borough of Bernardsville participating local units; and

**WHEREAS**, the Borough of Bernardsville has agreed to be the lead agency in this program and will submit the application to DLGS on behalf of all participating units; and

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of Bernards Township Committee, that Bernards Township does hereby join with the Borough of Bernardsville in applying for a LEAP Implementation Grant in the amount of \$60,000 to \$65,000 to support implementation of this shared service.

Agenda and Date Voted: 02/15/2022

### **CERTIFICATION**

I hereby certify this is a true and exact copy of a resolution adopted by the Bernards Township Committee on 02/15/2022.

\_\_\_\_\_  
**Rhonda Pisano, Municipal Clerk**

### **EXPLANATORY STATEMENT**

This Resolution supports the Borough of Bernardsville's application for LEAP shared service implementation grant funding. Bernardsville Borough will be the lead agency (applicant) and recipient of all grant funds. Grant funds will be utilized by Bernardsville to fund expanded licensing and functionality of the Boroughs existing Fire Prevention software to better serve the interlocal.





# Resolution of the Township of Bernards

1 Collyer Lane, Basking Ridge, NJ 07920  
908-766-2510; [www.bernards.org](http://www.bernards.org)

## Resolution #2022-0118

### Award of Purchase Order

Authorizing and Approving Purchase of one (1) 2022 Ford Explorer 4-Door from MCCPC  
Utility Vehicles Contract 15C3 Utilities Contract 15C – Item #3 2022 Ford Explorer 4X4 to  
Route 23 Ford Automall, 1301 Route 23 South, Butler, NJ 07405  
In the Amount Not to Exceed \$30,555.00

**WHEREAS**, the Township of Bernards Construction Department wishes to purchase one (1) 2022 Ford Explorer 4 Door, 4X4:

QTY	DESCRIPTION	UNIT TOTAL
1	2022 Ford Explorer, 4dr, 4X4, Oxford White	\$29,896.00
1	Warranty 7yr/85K Miles Powertrain Warranty	\$569.00
	<b>TOTAL</b>	<b>\$30,555.00</b>

**WHEREAS**, it is the combined recommendation of the Construction Official, Administrator and Purchasing Agent to award this purchase to; Route 23 Ford Automall, 1301 Route 23 South, Butler, NJ 07405 in the amount of \$30,555.00; and

**WHEREAS**, the Chief Financial Officer has certified that funds are available in the budget; the line item appropriation to be charged is line account #2-01-22-195-252 (\$30,555.00); and

**WHEREAS**, the Township is authorized to make purchases through cooperative and State contracts pursuant to N.J.S.A. 40A:11-10 and –12.

**NOW THEREFORE BE IT RESOLVED** by the Township Committee of the Township of Bernards, Somerset County, New Jersey that the Purchasing Agent is hereby authorized to issue a purchase order for one (1) 2022 Ford Explorer 4X4 to Route 23 Ford Automall, 1301 Route 23 South, Butler, NJ 07405 in the Amount Not to Exceed \$30,555.00.

Agenda and Date Voted: 02/15/2022

#### CHIEF FINANCIAL OFFICER CERTIFICATION

I, Sean McCarthy, Chief Financial Officer, hereby certify that adequate funds are available for the above referenced purchase in the amount not to exceed \$30,555.00. Monies are available in the Construction Department line account #2-01-22-195-252.

Date: January 25, 2022

Sean McCarthy, Chief Financial Officer

**EXPLANATORY STATEMENT**

This replacement is in line with the Township Fleet Replacement Program. A 2015 Jeep Patriot will be transferred to the Fleet as requested by the Public Works Superintendent.

*Dennis Bettler*

Dennis Bettler, C.B.O., Construction Official

Date: January 25, 2022

**PURCHASING CERTIFICATION**

I hereby certify that I have prepared this resolution and reviewed it for accuracy.

*Francis J. Decibus*  
*For Purchasing Agent*

Francis J. Decibus, QPA  
Purchasing Agent

Date: January 25, 2022

**CERTIFICATION**

I hereby certify this is a true and exact copy of a resolution adopted by the Bernards Township Committee on 02/15/2022.

\_\_\_\_\_  
Rhonda Pisano, Municipal Clerk



# Resolution of the Township of Bernards

1 Collyer Lane, Basking Ridge, NJ 07920  
908-766-2510; [www.bernards.org](http://www.bernards.org)

---

## **Resolution #2022-0121**

Acceptance of the Friends of the Kennedy Martin-Stelle Farmstead  
2021 Annual Report

**WHEREAS**, pursuant to Ordinance #1775 originally adopted by the Township Committee of the Township of Bernards on March 29, 2005, authorizing a lease agreement with the Friends of the Kennedy-Martin-Stelle Farmstead, Inc. for a 4.397± acre tract known as Block 8401, Lot 23 (formally known as Block 85, Lot 20.03), 450 King George Road, Basking Ridge; and

**WHEREAS**, pursuant to said lease, and N.J.S.A. 40A:12-14(c) the Friends of the Kennedy Martin-Steele Farmstead, Inc., must submit an annual report to the Township setting out in detail the progress of the buildings preservation, restoration, renovations or operations and the progress of all fund-raising activities and grant applications, the proposed use for the buildings upon commencement of operation, the occupancy and utilization of the buildings during the preceding year, the activities of the Tenant undertaken in furtherance of the public purpose for which the leasehold was granted, the approximate value of cost, if any, of such activities in furtherance of such purpose and an affirmation of the continued tax exempt status of the Tenant pursuant to both State and federal law.

**WHEREAS**, the 2021 annual report and 2021 programming schedule has been submitted as require and is on file with the Township Clerk.

**NOW, THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Bernards that the 2021 Annual Report of the Friends of the Kennedy Martin-Steele Farmstead be acknowledged as submitted.

Agenda Date and Vote: 02/15/2022

### **CERTIFICATION**

I hereby certify this is a true and exact copy of a resolution adopted by the Bernards Township Committee on 02/15/2022.

\_\_\_\_\_  
Rhonda Pisano, Municipal Clerk

## ***Friends of the Kennedy Martin Stelle Farmstead*** **Annual Report for 2021**

On behalf of the Friends of the Kennedy Martin Stelle Farmstead, we thank the members of the Township Committee and Township Staff, the Administration, Public Works, Engineering, Police and Fire, Recreation and the Community Service Team for their continued support of the Farmstead. We appreciate your support and your confidence in us and look forward to working cooperatively with you in the future.

While going into a 2<sup>nd</sup> year the Pandemic continued to impact us, we had many outstanding achievements, including:

- restarting the 2018 SCHP Grant,
- obtaining more grants than ever before to sustain us,
- replacing key staff and adding new trustees,
- reordering the work of the 2018 SCHP Grant to allow us to focus on completing the terrace off the barn that enabled us to hold outdoor COVID-friendly events
- And hosting our first ever farm-to-table Celebration of History Gala, which was sold out and a rousing success!

–

Imagine our success when COVID-19 is under control?

### **2021 Summary of Activity**

In 2021 the Farmstead:

- expanded its social media reach by 240 followers
- held 2 virtual performances (Murder Mysteries) online
- offered virtual art classes via Zoom and expanded class offerings with the addition of:
  - Photography Classes
  - Acoustic Guitar Classes
- held virtual art shows via our website and reopened the gallery for on-site exhibitions
- and continued collaborations with:
  - the Lord Stirling Theater Company,
  - the Potters' Guild of New Jersey,
  - the Chatham Adult School,
  - Ridge High School, and
  - the Garden State Watercolor Society with the addition of Alliance of Youth Leaders in the United States, Basking Ridge branch.

### **Activities Furthering the Public Purpose for Which the Leasehold Was Granted**

**Farmhouse public use:** The Farmhouse, which was closed in March 2020 due to state restrictions, remained closed to the public for classes, events and exhibits at the start of 2021. In April, May and June, limited access was allowed during outdoor events, so the public could see the historic Farm House and view the History Panels on display, that were created in 2019 under a History Programming Grant from Somerset County. The five upstairs' studios are rented to artists and the tenants have had continual (24x7) access to their studios. In September, the Farmstead reopened for limited in-person events, art exhibits, classes, and workshops while remaining compliant with NJ COVID-19 regulations.



**English Barn public use:** The English Barn was closed in March 2020 due to state mandates and remained closed to the public for events heading into early 2021. Restrictions were eased in the Summer of 2021. Mayor Fields along with local historian, Brooks Betz, used the facility in July as a venue for the *Meet the Mayor Series*. In early October, we were able to hold our 10<sup>th</sup> Anniversary Farm-to-Table History Celebration inside the barn and outside under a tent on our newly-constructed patio that was added and completed just in time in September (more on that below).

### **Historic Preservation/Adaptive Re-Use**

As reported in 2020, \$197,802 was received from the 2018 Somerset County Commission Historic Preservation Grant. Work under this grant was delayed until 2021 due to needing to replace the long-term Architect due to the Pandemic and due to cooperative work with the town and neighbors over placement of the ADA parking. Other items in this grant include construction of a terrace/patio over the old dairy barn foundation, work on the Cow Shed, and pathways to/from the English Barn and the Cow Shed to the new parking spaces.

In response to the continuing Pandemic, we sought and received approvals to reprioritize the work to focus on completing the Patio to give us usable outdoor space and hold our delayed 10-year birthday celebration. We are pleased to report that more than half of this grant is now spent and that the Terrace was completed a week and a half before our Celebration of History/Birthday/Farm-to-Table Gala that was held on 10/2/21. To date, in 2021 we spent \$109,209 on grant-funded work that has been completed. While we administered the first half of this grant, the rest of the billing and payments will be administered by the County.

### **Arts Programming, General Operating, and Historic Preservation Support**

The Friends of the Kennedy Martin Stelle Farmstead received numerous grants in 2021:

1. \$4,211 was received from the New Jersey State Council on the Arts (NJSCA), a Covid Critical Needs Grant. Farmstead Arts was one of 50 arts organizations in NJ awarded a grant for purchasing safety items (such as air purifiers, face masks, touchless trashcans, hand sanitizer stations and more) needed to prepare and welcome the public back for in-person events. This generous grant helps us keep our audiences, performers, students, teachers, volunteers and staff safe.
2. \$6,500 was received from the State/Country History Partnership Program Grant. This grant was used for a fundraising event on October 2, 2021, to celebrate history. An authentic Colonial Dinner (Farm-to-Table) with period entertainment was held on the grounds and in the buildings of the Kennedy Martin Stelle Farmstead. The program helped contribute to our long-range goals of building awareness and increasing membership. The funds raised from this event will help us achieve our goal of enhancing the visitor experience through the preservation and maintenance of our historic buildings.
3. A general operating grant of \$9,000 was received from Somerset County through the Local Arts Programming (LAP) grant program. These funds were used for operating expenses related to arts programming and operations.

4. \$10,000 was received from NJEDA: A small business Emergency Assistance grant graciously given for loss of revenue and unmet need as a result of business interruption caused by COVID-19.
5. A \$141,000 Somerset County Historic Preservation Grant was awarded to paint, repair and restore the farmhouse and barn, to replace windows on the porch, to add new shutters to the farmhouse and to research and report on the period that Dr. Pearson owned the Farmstead, that will extend the period of historic significance and open up additional grant funding sources for future restoration. These funds will be made available in 2022.

### **Calendar of Events at Farmstead Arts – January to December 2021**

Please see accompanying report for information about Farmstead programming.

### **Operating Revenues, Members' Dues and Donations**

In 2021, we received approximately \$32,636 in membership dues and donations which included a one-time, large donation of \$25,000; \$127,614 in grants, of which \$98,901 was spent on construction using the 2018 SCHP grant funds; and \$73,534 in program revenue and other earned income, including fundraising and studio rentals.

### **Human Resources**

In June, Taya Ros, who worked for the Farmstead in the role of Director (as an independent contractor), left the Farmstead. Robin Storms was hired as a replacement in May. Robin is an employee of the Farmstead and she currently works up to 20 hours per week in the role of Operations/Marketing Manager. Payroll is administered by Paychex.

### **Trustees**

In 2021 three new Trustees were added to the Board: Sherilyn Pastor and Brian Workman, both for full 3-year terms, and Catherine Kelly, who assumed the remaining 1-year term of her father, Michael Kelly, a founding Trustee and Visionary. Executive Chef Richard “Buddy” Dick was added as an Honorary Trustee for his tremendous contribution to making the Gala celebration succeed. Leslie Workman, Board President, Richard Huckins, First VP and Ann Rosenblum, Former President/Second VP along with additional trustees: Nancy Gleason, Carolyn Kelly, Brenda Rediess-Hoosein, and Shona Veasey continue to serve.

#### **Trustees**

Leslie Workman - President

Richard Huckins - First Vice President

Ann Rosenblum - Second Vice President

Brenda Rediess-Hoosein - Treasurer

Nancy Gleason – Corporate/Recording Secretary

Brian Workman – Trustee\*

Carolyn Kelly - Trustee

Catherine Kelly – Trustee\*

Sheri Pastor – Trustee\*

Shona Veasey - Trustee

\*These board members joined the Board of Trustees in 2021

**Advisory Members**

Artist Advisor: Margaret Fanning

Community Liaison/Advisory Member: Thomas Whitehouse

Honorary Trustee/Advisory Member: William Ward

Honorary Trustee: Robert Dick\*

2021 Township Committee Liaison: Janice Fields

**Key Support**

Pro-Bono Bookkeeper: Dennis Dinsmore

Accountant: Bob Tabor

**Tax Exempt Status**

The Friends of the KMS Farmstead maintained tax exempt status under both state and federal law.

Respectfully submitted,

Leslie Workman

President

Board of Trustees

Friends of the Kennedy Martin Stelle Farmstead

# The Friends of the Kennedy Martin Stelle Farmstead

## Farmstead Arts 2021 Programming

### **Concerts** **4 Performances** **200+ Total Attendees**

- Music of the American Colonies - Anne & Ridley Enslow (April)
- Harper Lovey & The Waitlist with Darcy Rhatican (June)
- AYLUS monthly performances inside the farmhouse
- Farm-to-Table History Concert - The Enslows (Oct)

### **Theater** **2 Virtual Performances** **99 Attendees**

*Due to COVID-19 restrictions, two virtual "Whodunit Mysteries" were held. Both original shows, with donated work from the actors, were written by G.B. Nescott.*

- Winter is Murder! (January) - hosted by Farmstead Arts
- Where is Paddy O'Furniture (March) - hosted by LSTC

### **Art Classes** **7 Art Teachers** **50 Classes** **158 Students**

A variety of classes were held virtually. Art Classes included, drawing (portraits, figure, colored pencil), painting (acrylic, watercolor and gouache), cartooning. Photography Classes and Acoustic Guitar Classes were introduced in 2021 adding more arts-related offerings. Classes and workshops were offered for teens and adults at all levels (beginner, intermediate, and advanced)

- December - January - Virtual classes held on Zoom
- February - March - Virtual classes held on Zoom
- April - May - Virtual classes held on Zoom
- June - August - Virtual classes held on Zoom
- Sept - Nov - Virtual classes with limited in-person options
- Nov - Dec - Virtual classes held on Zoom

### **Art Exhibits** **6 Virtual Art Exhibits** **2 Gallery Exhibits** **100+ Artists** **500+ Virtual and/or In-person Attendees**

#### **Virtual & Onsite Art Exhibits**

- Southwest Retrospective
  - Solo Photography Show - Roberta C. Scott (January)
- Gems Found on NYC Busses
  - Solo Colored Pencil Show - Dave Clark (February)
- Portraits: The Artist's View - Ridge High School AP Art and Photography III Students (March - April)
- EXUBERANCE! (April - May)
- Potters Guild of New Jersey (May)
- Garden State Watercolor Society (June - July)
- Simple Summer Art Show (July—August)
- Serena Bocchino: ALL IN (September - October)

### **Special Events** **4 Events** **200+ Attendees**

- New Jersey Potters Guild Spring Show & Sale (May)  
28 Potters; 50 Attendees
- Garden State Watercolor Society Plein Air (June)  
1 artist; 12 Attendees
- Farm-to-Table History Celebration (October)  
125+ Attendees
- Holiday Boutique (November)  
9 vendors; 50+ Attendees



# Resolution of the Township of Bernards

1 Collyer Lane, Basking Ridge, NJ 07920  
908-766-2510; [www.bernards.org](http://www.bernards.org)

---

## **Resolution #2022-0123**

Acceptance of Basking Ridge Fire Company #1 and  
First Aid Squad of the Basking Ridge Fire Company #1,  
2021 Annual Report, Adoption of the By-Laws, and Acknowledgement of 2022 Membership Roster

**WHEREAS**, pursuant to §2-14 of the Revised General Ordinances of the Township of Bernards the volunteer Fire Department of the Township of Bernards shall consist of the Basking Ridge Fire Company #1 and the Liberty Corner Fire Company, Inc.; and

**WHEREAS**, pursuant to §2-16 of the Revised General Ordinances of the Township of Bernards the First Aid Department of the Township of Bernards shall consist of the First Aid Squad of the Basking Ridge Fire Company #1 and the Liberty Corner First Aid Squad, Inc.; and

**WHEREAS**, the Fire Department and First Aid Squad shall furnish annual reports, in writing to the Township Committee; and

**WHEREAS**, the Fire Department and First Aid shall be governed by the rules and regulations adopted by resolution of the Township Committee.

**NOW THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Bernards that the following is acknowledged and accepted as submitted regarding the Basking Ridge Fire Company #1 and First Aid Squad of the Basking Ridge Fire Company #1:

1. 2021 annual report
2. By-Laws, updated 12/10/2021
3. 2022 Roster of members

Agenda Date and Vote: 02/15/2022

### **CERTIFICATION**

I hereby certify this is a true and exact copy of a resolution adopted by the Bernards Township Committee on 02/15/2022.

\_\_\_\_\_  
Rhonda Pisano, Municipal Clerk

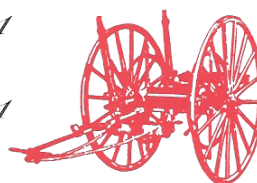




ORGANIZED  
APRIL 14, 1934

*Basking Ridge Fire Company No. 1*  
*First Aid Squad of the*  
*Basking Ridge Fire Company No. 1*

P.O. BOX 326, BASKING RIDGE, N.J. 07920



ORGANIZED  
APRIL 24, 1904

**BASKING RIDGE FIRE COMPANY NO. 1**  
**and FIRST AID SQUAD**  
**RECEIPTS AND DISBURSEMENTS - CASH BASIS**  
**FOR THE YEAR ENDED DECEMBER 31, 2021**

**Receipts:**

Bernards Township	\$80,471
Somerset County	2,240
Charitable Contributions	129,438
Fund Raising Events	15,945
Other Income	16,392
<b>Total Receipts</b>	<b>244,486</b>

**Disbursements:**

Occupancy	40,180
Vehicle and Equipment Purchase	61,891
Equipment Maintenance	48,630
Supplies	23,640
Technology	12,335
Training/Meetings	15,358
Insurance	3,460
Fund Raising	16,166
<b>Total Disbursements</b>	<b>221,660</b>

<b>Excess Receipts over Disbursements</b>	<b>\$22,826</b>
---	-----------------

**BY-LAWS**  
**OF THE**  
**BASKING RIDGE FIRE COMPANY NO. 1**  
**AS AMENDED AND ADOPTED**  
**12/10/2021**

# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

## TABLE OF CONTENTS

<b>Article No.</b>	<b>Subject</b>
<a href="#"><u>Article I</u></a>	Title
<a href="#"><u>Article II</u></a>	Purpose
<a href="#"><u>Article III</u></a>	Membership
<a href="#"><u>Article IV</u></a>	Meetings and Drills
<a href="#"><u>Article V</u></a>	Regulations at Meeting
<a href="#"><u>Article VI</u></a>	Voting
<a href="#"><u>Article VII</u></a>	Resignations
<a href="#"><u>Article VIII</u></a>	Officers and Their Duties
<a href="#"><u>Article IX</u></a>	Standing committees and Their Duties
<a href="#"><u>Article X</u></a>	Special Committees
<a href="#"><u>Article XI</u></a>	Duties of Members
<a href="#"><u>Article XII</u></a>	Uniform Regulations
<a href="#"><u>Article XIII</u></a>	Disciplinary Action
<a href="#"><u>Article XIV</u></a>	Expenditures
<a href="#"><u>Article XV</u></a>	Reception Ceremony
<a href="#"><u>Article XVI</u></a>	Amendments
<a href="#"><u>Appendix</u></a>	Certification of Incorporation
<a href="#"><u>Amendments</u></a>	Summary of recent changes

# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

---

## **ARTICLE I – TITLE**

The name of this corporation is the Basking Ridge Fire Company No. 1.



# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

## **ARTICLE II – PURPOSE**

This Company is formed for the prevention and extinguishment of fires, the promotion of emergency medical services work, and to assist our neighboring communities when called.

# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

## **ARTICLE III – MEMBERSHIP**

### **Section 1:**

To be eligible for membership in this Company, a person shall be at least eighteen (18) years of age, with the exception of Junior Membership (Article III, Section 12, Class 7).

The applicant must be of good moral character, able-bodied, and be a resident of, or work within, Bernards Township or an adjacent community, with the exception of Reserve Membership (Article III, Section 12, Class 6).

### **Section 2:**

All applicants shall attend four or more Monday work night or drills to become familiar with the work of the Company and to gain an understanding of the commitments required to become a member in good standing. All applicants shall complete the application forms of the Basking Ridge Fire Company No. 1. If the applicant is applying for Fire Membership, and under the age of forty-five (45), the candidate will also complete the application for the New Jersey State Firemen's Association. All qualified applicants will receive consideration for appointment without regard to race, color, religion, sex, national origin, political affiliation, or other non-merit factor.

# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

## **Section 3:**

After completing the application, the applicant shall follow the flow as stated in the Membership Application. When complete, the Chair of the Membership Committee (or designee) shall convey the application to Bernards Township for review by the Township Committee, performance of a background investigation, and addition, if appropriate, to the Township rolls of members.

## **Section 4:**

Upon receipt of an approved and accepted application from the Township, the Secretary, Membership Chair, or designee, shall notify the applicant of his or her acceptance and direct them to report to the next regularly scheduled Business Meeting of the Company for the swearing in ceremony and administration of the Oath of Obligation.

## **Section 5:**

Applicants approved by both the Membership Committee and Bernards Township as qualified for Probationary Membership shall be admitted in the order in which their applications were fully approved, with certified/credentialed candidates being prioritized.

# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

## **Section 6:**

If Bernards Township determines that an applicant does not meet the background requirements for membership, the Membership Chair, or designee, shall promptly advise the applicant, in writing, of the rejection.

## **Section 7:**

As soon as practicable after taking the Oath of Obligation, the applicant shall receive:

- Badge
- Pager
- Metal car emblem
- Email account
- Access to online systems
- Access to electronic copies of the Bylaws, Policy Guide, and appropriate Standard Operating Guidelines (SOGs)

## **Section 8:**

A new member shall serve at least a one-year probationary period, unless that individual is or was a member in good standing of a fire company or EMS organization, or has served at least one year as a Junior Member of the Company. Such members shall serve a six-month probationary period. During the probationary period, and at the conclusion thereof, each Probationary Member shall be evaluated by the field officers.



# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

If at any time during the probationary period, or at the occasion of the review of the Probationary Member's performance by the officers, the officers determine that the member has failed to perform the established duties of a probationary member in a reasonably satisfactory manner or for other good cause, the Chief Officer or EMS Captain, as appropriate to the member's class, may take one or more of the following actions:

- Cause the dismissal of the member
- Extend the probationary period
- Take other disciplinary or corrective action as the officers deem appropriate

The officers must notify the Probationary Member, in writing, of the rejection and the particular reasons therefor. If the officers determine that the Probationary Member has satisfactorily performed the requirements of probation, including but not limited to:

- Achieving appropriate certifications for the position, for example, Firefighter I for Fire Members or EMT for EMS Members
- Achieving 100 points (or a pro-rated number of points if the Probationary period is less than a year, for example, 50 points during a 6-month Probationary period)

Then, the officers shall promptly recommend to the membership that the Probationary Member be admitted to Active Membership.

## **Section 9:**

# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

Any Active Member who resigned from the Basking Ridge Fire Company No. 1 in good standing may rejoin the company regardless of residence or time out of the Company without the requirement to serve a probationary period.

## **Section 10:**

Any Member attending full-time college, who will reside outside community while school is in sess, and will be unable to contribute to any in-person operations of the organization, may request to be placed on Academic Reserve for the duration of their schooling. All Junior Members attending full-time college, meeting the same residency criteria, will be placed on Academic Reserve for the duration of their schooling. Upon completion of their schooling, such members must fulfill the requirements of Probationary Membership to remain with the Company. While on Academic Reserve, members are required to attend meetings, drills, and calls while home on break or vacation from school, in order to maintain membership in the Company. Failure to do so may result in dismissal from the Company. In addition, any member who serves on active duty in any branch of the United States military may request to be placed on Military Reserve status for the duration of such service.

## **Section 11:**

# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

The number of members working for exempt papers shall not exceed the quota established by the New Jersey State Firemen's Association and shall be in order of admission into the Company. Members working for exempt papers shall qualify under the age requirements and medical standards of the New Jersey State Firemen's Association.

## **Section 12:**

The membership of the Company shall consist of the following classes:

- Life Membership
- Active Fire Membership
- Active EMS Membership
- Honorary Membership
- Probationary Membership
- Reserve Membership
- Junior Membership
- Auxiliary Membership

### **Class 1: LIFE MEMBER**

A Life Member is a member who has fulfilled all obligations and requirements as an active member for fifteen years. An active member so qualified may change their classification to Life Member, provided such request be in writing and be held over until the next regular meeting of the company for action. A Life Member shall continue to promote the good of the company, serve on committees, and canvass for funds. A Life Member, to be eligible to run for an Executive office, must have

# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

attended at least 50% of the regular meetings of the company from October 1 of the prior year to September 30 of the current year, and satisfactorily held a position on a Standing or Special committee. To be eligible to run for a Field Office, a Life Member must maintain 100 points.

## **Class 2: ACTIVE FIRE MEMBER**

An Active Fire Member in good standing is one who maintains a minimum of fifty points during the year.

## **Class 3: ACTIVE EMERGENCY MEDICAL SERVICES MEMBER**

An Active EMS Member in good standing is one who maintains a minimum of fifty points during the year, and must also maintain certification under standards from the New Jersey Department of Health.

## **Class 4: HONORARY MEMBER**

An Honorary Member can be any person recognized for service to the Company. Proposals for Honorary Membership shall be offered at a regular meeting of the Company and should be held over for one month until the next regular meeting, at which time the said nominee will be voted upon and must receive a two-thirds majority vote of the members present. Honorary Membership shall not include all the rights and privileges of an Active Member.

## **Class 5: PROBATIONARY MEMBER**



# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

A Probationary Member is a Member whose application has been accepted by Bernards Township and has sworn the Oath of Obligation but not yet successfully completed the required Probationary period. Probationary Membership shall not include all the rights and privileges of an Active Member.

## **Class 6: RESERVE MEMBER**

A Reserve Member is any person who is employed within Bernards Township or a resident of Bernards Township, or a resident of an adjacent community who wishes to perform limited service for the Company. Any member requesting a transfer to Reserve Member shall submit the request in writing to be voted upon by the members. Any member who has transferred to Reserve status for any reason must transfer back to Active Member if the situation is resolved. An annual review of Reserve status will be required. Reserve Members must meet the following annual requirements:

- a. Reserve Members must maintain all certifications and licenses required by the State of New Jersey, and meet all company training requirements
- b. Reserve Members must respond to a minimum of twelve emergency calls per year.
- c. Reserve Members must attend a minimum of six Monday work nights per year.

Failure of a Reserve Member to meet all of the above requirements shall result in an automatic return of that Member to Probationary Membership Status (see Section 8,

# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

above). The Membership Committee shall conduct an annual review of all Reserve Members and ascertain whether such members have met the required minimum standards. Reserve Membership shall not include all the rights and privileges of an Active Member.

## **Class 7: JUNIOR MEMBER**

A Junior Member is a non-voting member, sixteen to eighteen years of age, and a resident of Bernards Township. A Junior Member shall be trained and allowed to perform duties within the limits of the law. Junior Membership shall not include all the rights and privileges of an Active Member. At the age of eighteen, a Junior Member must apply for Active Membership with the company. Failure of a Junior Member to apply and transfer to Active Membership within three months of their eighteenth birthday shall result in an automatic drop from the rolls. As an exception, a Junior Member whose 18<sup>th</sup> birthday falls between June and September, is a full-time student outside New Jersey and is on Academic Reserve, shall complete the full member paperwork and receive Township approval as noted above. These select candidates will complete the Oath of Membership at the next business meeting they are available for.

If dropped, the individual would not necessarily be precluded from applying as a full member in the future.

## **Class 8: AUXILIARY MEMBER**

# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

An Auxiliary Member is any person who is employed within Bernards Township or a resident of Bernards Township, or a resident of an adjacent community who wishes to perform limited service for the Company (non-fire and EMS). This limited service includes (but is not limited to) organized fundraising for the Company, as well as delegated administrative, non-operational tasks. Oversight of the Auxiliary Membership program will be the responsibility of the Membership Committee and the Executive Committee. Proposals for Auxiliary Membership shall be offered at a regular meeting of the Company and should be held over for one month until the next regular meeting. An annual review of Auxiliary status will be required. In order to maintain good standing, an Auxiliary Member must maintain a level of at least fifteen point per year. Auxiliary Membership shall not include all rights and privileges of an Active Member.

## **ARTICLE IV – MEETINGS AND DRILLS**

### **Section 1:**

The regular meeting of the Company shall be held in the fire headquarters at 7:30 p.m., on the second Friday of each month except December, unless directed otherwise by a vote of the Company.

### **Section 2:**

# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

The annual meeting of the Company shall be held in the fire headquarters at 7:30 p.m., on the second Friday of December, unless directed otherwise by a vote of the Company.

## **Section 3:**

A quorum shall be necessary for the transaction of business at a regular or special meeting of the Company. A quorum shall be defined as fifteen voting members of the Company.

## **Section 4:**

Special meetings may be called by the President, or by a request of the Chief, or upon written request of five members of the Company, at any time.

## **Section 5:**

Drills shall be held at the discretion of the Chief, EMS Captain, or by order of the Company.



# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

## ARTICLE V - REGULATIONS AT MEETINGS

### Section 1:

The rules contained in “Robert’s Rules of Order” shall govern this organization in all cases in which they are applicable, and in which they are consistent with the bylaws of the Company.

### Section 2:

If a quorum of the Company is present, the order of the regular meetings and the annual meeting shall be under the following rules:

1. Pledge of Allegiance
2. Corrections and approval of minutes of the previous meeting or special meeting  
as distributed to members electronically
3. Roll Call
4. Report of the Standing Committees
5. Report of the Special Committees
6. Treasurer’s report of the state of finances
7. Report of the Chief
8. Report of the EMS Captain
9. Unfinished Business
10. New Business

# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

11. Reporting of candidates for Membership
12. Election of officers and delegates
13. Reception of new members
14. Anything to offer for the good and welfare of the Company
15. Adjournment

## **Section 3:**

The order of business at special meetings shall be as follows:

1. Pledge of Allegiance
2. Reading of the purpose of the meeting
3. Roll Call
4. Discussion and action of the business as set forth in the call of the meeting
5. Adjournment

## **Section 4:**

In the event of the absences of the President and Vice President, the Company shall elect a Chairman Pro Tempore and proceed to transact business.

# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

## ARTICLE VI – VOTING

### Section 1:

The eligibility for membership voting is based on points accumulated for the year, with a year defined as from October 1<sup>st</sup> to September 30<sup>th</sup> of the following year. To be eligible to vote, the members must maintain the following points

1. **Life Member:** A Life Member must maintain a 50% attendance at meetings for the year to be eligible to vote.
2. **Active Fire Member:** An Active Fire Member must maintain a minimum of 100 points for the year to be eligible to vote.
3. **Active EMS Member:** An Active Emergency Medical Services Member must maintain a minimum of 100 points for the year to be eligible to vote.
4. **Honorary Member:** An Honorary Member is not eligible to vote.
5. **Probationary Member:** A Probationary Member is not eligible to vote.
6. **Reserve Member:** A Reserve Member is not eligible to vote.
7. **Junior Member:** A Junior Member is not eligible to vote.
8. **Auxiliary Member:** An Auxiliary Member is not eligible to vote.

### Section 2:

# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

To be able to vote, both Active Fire Members and Active EMS Members must accumulate 100 or more points over the course of the year, which will run from October 1 to September 30. Members coming off probation will be prorated by month for the year to meet eligibility points. Members coming off a leave of absence or Reserve Membership will be ineligible to vote for the upcoming year unless 100 points were achieved. The Executive Committee will review the point system annually, or as required if elected or appointed positions change. All eligibility to receive points will be determined by the Fire or EMS Officer in charge for calls, drills, and training; by the Executive Committee for appointed positions; and by Committee Chairs for other events. Divided into six different categories, the points are assigned as follows:

## **I. Elected/Appointed Positions**

### **A. Elected Positions:**

#### **Field Officers:**

Chief: Twenty

Deputy Chief: Fifteen

Assistant Chief: Fifteen

First Captain: Ten

Second Captain: Ten

Third Captain: Ten

EMS Captain: Twenty

First Lieutenant: Ten



# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

Second Lieutenant: Ten

**Executive Officers:**

President: Twenty

Vice-President: Five

Secretary: Fifteen

Assistant Secretary: Ten

Treasurer: Fifteen

Assistant Treasurer: Five

Executive Committee Member at Large: Five

Delegates to Convention: Zero

Alternates to Convention: Zero

Trustee to Relief Assistant: Two

Representative to Relief Assistant: Two

**B. Appointed Positions:**

Drivers: Five

Assistant Drivers: Five

# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

The Chair or Co-Chair of each Standing Committee will receive the following points for a year's service, based on their performance:

Membership: Zero

Building & Grounds: Ten

Auditing: Five

Visiting & Memorial: Five

Publicity: Five

Nominating: Five

Good & Welfare: Ten

Fund Drive: Ten

Grievance: Five

Bylaws: Five

The Chair or Co-Chair of each Special Committee will receive points as assigned by the Executive Committee for the duration of the Committee, based on their performance.

No point credit will be given for former elected or appointed positions toward the following year's voting. The officer/appointee as of January 1<sup>st</sup> receives the points.

The Membership committee chair does not receive any points because the position is a requirement of an elected office.

# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

## **C. Drills & Fund Raising:** Maximum of forty Points

Regular Training Drills involving in-house instruction and lasting a minimum of one hour will receive two points. Designated fund raising functions for the good of the company, lasting a minimum of two hours will receive 2 points.

## **D. Training:** Maximum of Thirty Points

Training involving approved schools or classes with an outside instructor that have been successfully completed will receive points as follows:

Under twenty (20) hours: Five

Twenty (20) - forty-five hours: Ten

Over forty-five hours: Fifteen

Training involving webinars, on-line courses and other e-learning will receive points as follows:

Under five hours: Two

Five – ten hours: Four

Over ten hours: Six

## **E. Meetings:** Maximum of fifteen Points

# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

Each regular Fire Company business meeting (12/year) will count for one point.

The following will each receive one point, with a maximum of five points.

Special Fire Company Meetings

First Aid/Fire Conventions

Eighth District Meetings

Somerset Country Mutual Aid Meetings

Northern Area Mutual Aid Meetings

## **F. Emergency Calls:** Maximum of sixty (60) Points

### **Fire:**

Each emergency call will receive half a point for a maximum of sixty.

## **G. Duty Time:**

Every twenty hours of duty time will receive one point for a maximum of twenty. A member who misses an emergency call while assigned a block of duty time will forfeit that block of duty time.

## **H. Other:**



# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

Regular Monday work nights: half a point for each evening (one and a half hours minimum or at the discretion of the approving party) for a maximum of twenty-six.

Maximum of 25 Combined:

Standing Events (e.g. community service, parades, holiday decorations, Santa Claus, fire prevention): Two points per event

Special Events (committee events, building maintenance, and special projects): One point for each event.

Committee Meetings: One point for each attendance.

Parade Preparation: Half a point for each evening (one and a half hours minimum).

Eligibility for receiving points will be determined by the Fire or EMS officer in charge or by the Committee Chair.

## **Section 3:**

# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

Members shall only be awarded credit for functions they actually complete. As points are awarded for all core and ancillary activities of the Company, from emergency calls, to training, to committee meetings, there is no necessity for receiving credit for events that take place in parallel.

# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

## **ARTICLE VII – RESIGNATIONS**

### **Section 1:**

Each resignation of a member shall be in writing, read at a regular monthly meeting, and held over until the next regular meeting of the Company for action. If approved by a majority vote of the members present, it shall be accepted, provided all property belonging to the Company had been returned to the Quartermasters and all obligations have been fulfilled.

### **Section 2: Honor Roll**

Upon the resignation or death of a member in good standing, recommendations for inclusion on the Honor Roll can be made at a regular business meeting and held over for a month. After review of service and endorsement by the Executive Committee, a vote by the Company at a subsequent meeting would confirm that member shall be placed on the Honor Roll. Any member, regardless of service, killed in the line of duty, shall automatically be placed on the Honor Roll.

Qualifications for the Honor Roll will include one or more of the following: Achievement of Life Member status, Active voting member for five or more years, or any member with twenty or more years of service.

# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

---

# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

## ARTICLE VIII – OFFICERS AND THEIR DUTIES

### Section 1:

The Executive Officers of this Company and their duties shall consist of the following:

**President:** The duties of the President are to:

1. Act as head administrator and legal head of the Company
2. Exercise supervision over the organization and all its administrative activities
3. Represent and speak for the organization to other organizations and the public
4. Preside at all meetings
5. Act as member ex-officio of all Standing and Special committees
6. Sign letters or documents necessary to carry out the will of the organization
7. Call special meetings at any time
8. Give the deciding vote on all matters before the Company when the vote lacks a majority. (This shall include the elections of officers and delegates)
9. Countersign all checks or other negotiable instruments over \$1,000.00 drawn by the Treasurer or the Assistant Treasurer



# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

**Vice President:** The duties of the Vice President are to:

1. Assume the duties of the President in case of absence or incapacity of the President
2. Render to the President such assistance as shall be required
3. Have the authority to countersign all checks or other negotiable instruments over \$1,000.00 drawn by the Treasurer or the Assistant Treasurer in the absence or incapacity of the President

**Secretary:** The duties of the Secretary are to:

1. Be recognized by law, along with the President, as the legal representative of the corporation
2. Authenticate all official documents by his/her signature, accompanied by the seal of the corporation
3. Record and maintain accurate business records of the Company and perform other related duties
4. Call the roll at every meeting or other times if the officer in command so orders
5. No later than two weeks following each meeting, the Secretary or acting Secretary shall prepare the minutes of the meeting and distribute an electronic copy to the membership to the members' BRFCO.com email addresses. In addition, a hard copy will be posted in the Radio Room and downstairs by the Recreation Room
6. File all documents

# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

7. Pick up, sort, and deliver mail to the appropriate recipient
8. Furnish all books and papers that may be required to the Assistant Secretary, if unable to attend meetings
9. Submit annually to the Bernards Township Clerk a letter listing the names of the officers and members of the Company

**Assistant Secretary:** The duties of the Assistant Secretary are to:

1. Assist the Secretary as needed
2. Assume the duties of the Secretary in case of absences or incapacity of the Secretary
3. Maintain the history, honor roll, and archives of the Company
4. Serve other duties at the discretion of the Secretary

**Treasurer:** The duties of the Treasurer are to:

1. Be responsible for the collection, safekeeping, and expenditure of all funds of the Company
2. Keep an accurate financial record
3. Collect and disburse funds only as directed by the bylaws, the membership, or the Executive Committee that shall not contradict law
4. Receive all money due the Company, taking receipt for the same, and giving receipts for any monies paid by members to the Company

# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

5. Pay all bills that shall be certified by the persons whose approval is necessary.  
Pay all other de facto bills encumbered by the company, not needing approval  
(e.g. utility)
6. Report the condition of finances at each regular business meeting
7. Deposit all monies in the name of the Company within fifteen days of receipt of  
same in a bank of other financial institution insured by agencies of the federal  
government or has other appropriated private insurance coverage
8. Have all checks or other negotiable instruments over \$1,000.00 countersigned by  
the President or, in his absence, the Vice President
9. Pay all approved bills within seven days of the regular meeting or by the invoice  
due date, with the exception of all utility bills
10. File all required information returns with the IRS by the required due date

**Assistant Treasurer:** The duties of the Assistant Treasurer are to:

1. Render to the Treasurer such assistance as shall be required
2. Assume the duties of the Treasurer in case of the absence or incapacity of the  
Treasurer

## Section 2:

The Field Officers of this Company and their duties shall consist of the following:

**Chief:** The Chief's position and authority is that of the ultimate fire ground commander.

The Chief's duties are to:

# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

1. Demand and enforce absolute discipline and obedience among the officers and members
2. Be responsible for the overall training, conduct, and performance of the officers and members
3. Be responsible for all Fire Company apparatus and equipment
4. Be in overall charge of all field operations and activities of the Company
5. Hold an annual inspection to make certain that all members are properly licensed to drive the Company apparatus
6. Together with the Assistant Chiefs, assign the Captains under their command to various duties
7. Appoint no more than four members as Fire Police, designate one member as Sergeant of the Fire Police, and assure that they shall be commissioned and act under the rules and regulations of the State of New Jersey
8. Accept and assume all the duties, responsibilities, and liabilities incumbent upon a chief fire officer
9. Make such purchases as may be deemed necessary provided, however, that all purchases in excess of \$500.00 per month shall be made with the approval of the Company or the Executive Committee
10. Have the authority to deputize any individual who can demonstrate evidence of having prior active, honorable experience and membership in any recognized fire department or branch of the fire service, in order to further enhance the fire-

# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

fighting capabilities of the Basking Ridge Fire Company No. 1 in a situation where it is deemed necessary for protection of life and property

11. Be in charge of the apparatus room and associated rooms

12. Have use of the fire command vehicle as needed but within the guidelines of the Policy Guide

**Deputy Chief:** The duties of the Deputy Chief are to:

1. Aid the Chief in the discharge of the Chief's duties
2. Assume the duties of the Chief in the absence or incapacity of the Chief
3. Be assigned various duties at the discretion of the Chief
4. Aid the Chief in overseeing firefighting apparatus

**Assistant Chief:** The duties of the Assistant Chief are to:

1. Aid the Chief in the discharge of the Chief's duties
2. Assume the duties of the Chief in the absence or incapacity of the Chief and Deputy Chief
3. Be assigned various duties at the discretion of the Chief
4. Act as Chairman of the Training and Development Committee
5. Aid the Chief in overseeing EMS and Rescue operations
6. Be in charge of fitting and issuing fire turnout gear and specialized equipment, maintaining an inventory, in association with Quartermasters, and reporting needs to the Deputy Chief
7. Act as Fire Company Safety Officer



# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

---

**First Captain:** The duties of the 1<sup>st</sup> Captain are to:

1. Assist superior field officers in the discharge of their duties
2. Be assigned various duties at the discretion of the Chief
3. Be in charge of one of the three primary pieces of fire apparatus
4. Fulfill the duties of the operation as appointed by the Chief: Engine Operations, Truck Operations, and Rescue Operations

**Second Captain:** The duties of the 2<sup>nd</sup> Captain are to:

1. Assist superior field officers in the discharge of their duties
2. Be assigned various duties at the discretion of the Chief
3. Be in charge of one of the three primary pieces of fire apparatus
4. Fulfill the duties of the operation as appointed by the Chief: Engine Operations, Truck Operations, and Rescue Operations

**Third Captain:** The duties of the 3<sup>rd</sup> Captain are to:

1. Assist superior field officers in the discharge of their duties
2. Be assigned various duties at the discretion of the Chief
3. Be in charge of one of the three primary pieces of fire apparatus

# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

4. Fulfill the duties of the operation as appointed by the Chief: Engine Operations, Truck Operations, and Rescue Operations

**EMS Captain:** The duties of the EMS Captain are to:

1. Demand and enforce absolute discipline and obedience among the EMS officers and members
2. Be responsible for the overall training, conduct, and performance of the EMS officers and members
3. Be responsible for all EMS vehicles, equipment, and supplies pertaining to same
4. Be in overall charge of all EMS field operations and activities of the Company
5. Assign the Lieutenants under their command to various duties
6. Accept and assume all the duties, responsibilities, and liabilities incumbent upon the chief EMS officer
7. Make such purchases as may be deemed necessary provided (or delegate to an individual or committee to do the same), however, that all purchases in excess of \$200.00 per month shall be made with the approval of the Company or the Executive Committee unless previously budgeted and approved by the Company
8. Have the authority to deputize any individual who can demonstrate evidence of having prior active, honorable experience and membership in any recognized EMS organization, with appropriate certification, in order to further enhance the

# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

EMS capabilities of the Basking Ridge Fire Company No. 1 in a situation where it is deemed necessary for protection of life and property

9. Be assigned various duties at the discretion of the Chief
10. Have use and be responsible for the EMS vehicle as needed but within the guidelines of the Policy Guide

**EMS First Lieutenant:** The duties of the EMS First Lieutenant are to:

1. Assist the EMS Captain in the discharge of all duties
2. Assume the duties of the EMS Captain in the absence or incapacity of the EMS Captain
3. Be assigned various duties at the discretion of the Chief

**EMS Second Lieutenant:** The duties of the EMS Second Lieutenant are to:

1. Assist the EMS Captain in the discharge of all duties
2. Assume the duties of the EMS Captain in the absence or incapacity of the EMS Captain and EMS First Lieutenant
3. Be assigned various duties at the discretion of the Chief

## Section 3: Ranking Officers

Ranking Officers (Fire Call): It is understood that when answering an alarm that the first qualified firefighter to appear at headquarters shall be in charge until relieved by a Fire officer or an ex-Chief.

# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

Ranking officers (EMS Call): It is understood that when answering an EMS call, the first qualified EMS member on the scene shall be in charge until relieved by an EMS officer, or, if no EMS officers are available, an EMS qualified Fire officer or ex-EMS Captain.

## **Section 4: Eligibility for Office**

- A. To be eligible to run for an Executive Office, a candidate shall be a member in good standing under one of the following classifications:
  - a. Life Member
  - b. Active Fire Member
  - c. Active EMS Member

A Life Member, to be eligible to run for an executive office, must attend a minimum of 50% of regular monthly meetings throughout the year, and satisfactorily hold a position on a Standing or Special committee. An Active Fire Member, or Active EMS Member, to be eligible to run for the office of President, Vice President, or Executive Committee Member At-Large, shall maintain a minimum of 100 points worth of attendance at calls, drills, meetings, and service. An Active Fire Member or Active EMS Member, to be eligible to run for the office of Secretary, Assistantt Secretary, Treasurer, Assistantt Treasurer, shall be a member in good standing. If elected with less than 100 points, it shall not include the privilege to vote except for the position of Secretary casting a sole ballot for uncontested elections.

# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

B. To be eligible to run for a Field Office (Fire or EMS), a candidate shall be a member in good standing under one of the following classifications:

- a. Life Member
- b. Active Fire Member
- c. Active EMS Member

A Life Member and Active Fire Member, to be eligible to run for a Fire Field Office, must maintain a minimum of 100 points. A Life Member and Active EMS Member, to be eligible to run for an EMS Field Office, must maintain a minimum of 100 points.

## **Section 5: Nomination and Voting Procedures**

The Nominating Committee presents a proposed slate of Executive Officers and Field Officers to the Company at the October meeting for the annual elections, in the form of a written ballot. It is understood that the Nominating Committee's ballot is their recommendation to the Company and that further nominations may be made from the floor at the November meeting, following which the nominations shall be closed, except in the event a vacancy may occur. Further nominations may be made from the floor to fill that vacancy. All officers are elected by a simple majority of voting members present at the meeting.

## **Section 6:**



# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

Upon being duly elected by the Company, all officers, whether Field Officers or Executive Officers, shall take office as of January 1<sup>st</sup> of the following year.

# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

## ARTICLE IX – STANDING COMMITTEES AND THEIR DUTIES

### Section 1:

All Standing Committees of the Company shall be appointed by the incoming Executive Committee.

### Section 2:

The Executive Committee shall appoint three or more members to all Standing Committees of the Company.

### Section 3:

The Standing Committees of the Company and their duties are as follows:

**Executive Committee:** The Executive Committee is the governing body of the Company. It shall be composed of the President, Secretary, Treasurer, Chief, EMS Captain, and three Executive Committee Members-at-Large. The Members-at-Large positions shall be for a three-year term, with one term expiring each year. Exceptions to this would be resignation or those elevated to other offices. A Member-at-Large position shall not be held by a sitting field officer. The duties of the Executive Committee are to:

# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

1. Oversee all financial and administrative matters of the Company
2. Have the power to act for the Company in matters requiring immediate action in the intervals between meetings and report at the next regular meeting
3. Serve as the liaison between the public and the Company
4. Serve as liaison between all government bodies and the Company

**Building and Grounds:** Shall have full charge of the buildings, grounds, and property (except for fire and emergency equipment and the apparatus room) of the Company. The duties of the Building and Ground Committee are to:

1. Be responsible to make all repairs and purchases incidental to the maintenance of the building and grounds
2. Maintain the building and grounds in proper condition at all times
3. All expenditures in excess of \$200.00 per month must be referred to the Company or, in matters requiring immediate action in the intervals between meetings, the Executive Committee for approval unless previously budgeted and approved by the Company
4. Take charge of badges and keys, keeping a complete record of same

# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

**Membership Committee:** The purpose of the Membership Committee is to oversee the application and membership procedures of the Company. The duties of the Membership Committee are to:

1. Meet with each new applicant so that they may inquire into the applicant's character, competence, and eligibility for membership
2. Within sixty days of receipt of an application for membership, make a report as to whether or not the applicant qualifies for membership. The Committee's recommendation shall be binding on the Company
3. Under the direction of the Chief, manage and be operationally in charge of the Junior Membership program, acting at all times in accordance with the Bernards Township ordinance and the State of New Jersey laws pertaining to this program
4. Report at each regular meeting the status of the program to the Company
5. Maintain Periodic and Annual Reviews of all members' status within the Fire Company.
  - Any member not meeting the responsibilities described in their membership classification will be reported to the Company with recommendations that may include:
    - Changing their membership classification. (For example, owing from Reserve to Probationary.)
    - Dismissal from the Company

# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

- Request the member attend the next regular business meeting of the Company and explain the deficiencies and indicate desire to correct
- Send an email or letter to a member that identifies the deficiencies and requests that the member addresses them or face further actions.

**Auditing Committee:** It shall be the purpose of the Auditing Committee to examine the books of the Company in a timely fashion after the end of the Company's fiscal year, or more often if they see fit, and make a written report to the Company of their findings. It shall be their duty to make a written report to the Company of their findings.

**Visiting and Memorial Committee:** The purpose of the Visiting & Memorial Committee is to keep the Company informed of the illnesses, family emergencies, and other special events pertaining to members of the Company. The duties of the Visiting Committee are to:

1. Visit the sick and distressed and render consolation and relief to any member or their family
2. Make a full report of such visits at the next regular meeting
3. Notify the Bernards Township Relief Association of extended illnesses

# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

**Publicity Committee:** The purpose of the Publicity Committee is to promote the positive image of the Company. The duties of the Publicity Committee are to:

1. Sponsor all news reports, advertisements, and new items beneficial to the interest of the Company
2. Ensure that all news items are properly released with the approval of the appropriate officer
3. All members should refer news inquiries to the proper spokesperson
4. Establish and communicate the social media policy
5. With the assistance of the Membership Committee, Executive Officers, and Field Officers, be responsible for developing a continuing recruitment program for new members

**Nominating Committee:** The purpose of the Nominating Committee is to present a proposed slate of officers for the annual elections, or as needed. The duties of the Nominating Committee are to:

1. Meet prior to the regular October meeting for the purpose of considering the qualifications of prospective candidates as officers for the ensuing year
2. Present their ballot, in writing, to the Secretary for reading at the regular October meeting



# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

**Good and Welfare Committee:** The purpose of the Good and Welfare Committee is to promote the good and welfare of the Company through refreshment and recreation. The duties of the Good and Welfare Committee are to:

1. Take charge of all social affairs of the Company
2. Provide refreshments and entertainment when they see fit, or when requested by the Company, with expenditures not to exceed \$125.00 per event except when authorized by the Company or the Executive Committee
3. Be responsible for the refreshment center in the recreation area
4. Maintain supplies

**Fund Drive Committee:** The purpose of the Fund Drive Committee is to oversee and administer all fund-drive activities of the Company. The duties of the Fund Drive Committee are to:

1. Administer all planned fund drive activities
2. Report to the Company on a regular basis
3. Maintain records related to all fund drives

**Grievance Committee:** The Grievance Committee shall be composed of one ex-Chief and one ex-EMS Captain, and should include at least one male and one female member. Should a sitting member of the Grievance committee be part of a complaint, they shall vacate the seat and it should be temporarily filled at the

# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

recommendation of the Executive Committee. The purpose of the Grievance Committee is to investigate and offer recommendations concerning complaints of the members of the Company against the Company or members of the Company.

**Bylaws Committee:** The purpose of the Bylaws Committee is to maintain and oversee the revision of the Bylaws and the Policy Guide of the Company. The duties of the Bylaws Committee are to:

1. Maintain the Bylaws and Policy Guide of the Company
2. Oversee the revision process of the Bylaws and Policy Guide of the Company
3. Review and coordinate changes, amendments, and deletions to the Bylaws and Policy Guide of the Company
4. Review on an annual basis the Bylaws and the Policy Guide of the Company and recommend possible changes to the documents
5. Make spelling, formatting, typesetting, style and other minor changes to the documents that have no substantial impact on the policies or operations of the Company. When such changes are made, they shall be posted in the same fashion as the Minutes of the Company and publicly described at the next meeting. If a change is challenged by any member as being more than minor, then a two-thirds majority vote will be required for the change to be considered minor. If that two-thirds majority is not achieved, then the change will have to be treated as a Bylaws amendment.

# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

**Compliance Committee:** A Compliance Committee shall be established with a minimum of three members including a Chief Officer, one firefighter, and one Emergency Medical Technician, as selected or approved by the Executive Committee:

1. The role of the Compliance Committee shall be to ensure that the safety policies, specifically those that pertain to personnel of the Company, comply with Federal and state regulations and laws, and are not contrary to NFPA standards.
2. It shall also be the responsibility of Compliance Committee to maintain the associated compliance records, make reports to the Executive Committee upon request and report upon activities to the Company at the regular business meetings.
3. When it is found that the Company lacks a policy regarding a specific personnel safety regulation with which it is required to comply, or an existing policy becomes outdated, the Compliance Committee shall identify that deficiency and draft a new or revised policy for the Company to approve.
4. Individual member's compliance or noncompliance with Company policy is the responsibility of the Company Officers to enforce including the

# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

recordkeeping function associated with the individual's non-compliance and corrective actions taken to remedy said non-compliance.

## **Section 4:**

The Standing Committee Chairmen shall be responsible for all purchases and bills pertaining to their committees.

## **ARTICLE X – SPECIAL COMMITTEES**

### **Section 1:**

Any committee deemed necessary for the function of the Company shall be appointed by the Executive Committee as needed.

# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

## ARTICLE XI – DUTIES OF MEMBERS

### Section 1:

It shall be the duty of each member to further the interests of the Company, to obey all orders that shall be given by the officers in command, to answer fire/EMS calls, attend drills, attend all regular and special meetings, attend parades, and to read these rules and regulations and obey them to the best of their ability. Any officer of the Basking Ridge Fire Company No. 1, who may also be a member of another emergency services organization, shall represent their respective office at any overlapping function (for example, parades or wakes).

### Section 2:

A member shall not leave a fire, EMS call, drill, or meeting without the permission of the officer or chairman in charge. Failure to comply will result in no credit received and possible disciplinary action.

### Section 3:

A member shall abide by the house rules.

# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

## **Section 4:**

It shall be the duty of each member to continually upgrade their working knowledge of fire ground and/or EMS practices, principles, and new equipment. This upgrading may be obtained by regularly attending drills, Monday night work sessions, lectures, schools, and by reading as much fire service material and/or EMS material as possible.

## **Section 5:**

All monetary rewards, contributions, or gifts for services as a firefighter or EMS provider shall be promptly turned over to the Treasurer. In event, however, certain rewards or discounts are made available as an incentive for membership, they may be used by the membership at the discretion of the Company.

## **Section 6:**

To return to active field operations, any member who has been hospitalized for any reason, or who has asked for a medical leave of absence, must produce a signed letter to the primary Fire or EMS officer from a physician documenting fitness to perform fire or EMS service. If a member is returning to limited service, that information should also be documented in writing to the primary Fire or EMS officer. A member may not return to active service in the field without a physician's letter. In all cases, to protect patient confidentiality, no information about a member's health or medical condition will be released to the general membership of the Company. If a member is permanently



# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

disabled or unable to return to active duty within the Company, a member may request a change in status to Auxiliary Member or, if they meet the requirements, to Life Member.

## **Section 7:**

A member who has met the requirements of Probationary Member by completing Fire Fighter I or EMT, and has served at least one (1) year as a member of the Basking Ridge Fire Company No. 1, may request a leave of absence from the Company for business or personal reasons. This request must be submitted in writing to the primary Fire or EMS officer, stating the reason for the requested leave of absence. This request must be forwarded to the Membership Committee for approval prior to being brought before the membership for a vote on the proposed leave of absence. To protect the member's right to privacy, confidential information will not be released to the general membership of the Company at the discretion of the Membership Committee, the Chief, EMS Captain, or President. A leave of absence may be granted to a member at the discretion of the Membership Committee, with approval by the general membership, for a period no longer than six months. At the end of that period, the member's status shall be reevaluated by the Membership Committee for approval of an additional leave of six months. If a member is unable to return to active duty with the Company, the member should request a change in status to Auxiliary Member, or if they meet the requirements, to Life Member, or resign from the Company as a member in good

# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

standing until the situation changes and the member is able to return to active duty with the Company.

# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

## ARTICLE XII – UNIFORM REGULATIONS

### **Section 1:**

The style of uniform shall be authorized by the Company and outlined in the Policy Guide. Any Fire member, having served the probationary period successfully and/or completed Firefighter 1, shall be entitled to a uniform at the expense of the Company. However, if, during the probationary period or active schooling, a member desires to purchase a uniform, he or she may do so at their own expense, which shall be reimbursed if and when the probationary period is served, or class completed, successfully.

- **Section 2:**

Uniforms, buttons, and all officers badges (except ex-Chief and ex-EMS Captain badges) shall remain the property of the Company.

# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

## ARTICLE XIII – DISCIPLINARY ACTION

### Section 1:

All disciplinary action involving the following:

Reporting to or leaving fires/EMS calls, drills, or parades; handling or misuse of apparatus, willful destruction of equipment, or theft of equipment; and unbecoming public conduct, insubordination, failure to perform duties, or any other matter under the Chief Officers' and EMS Captain's jurisdiction shall be dealt with by the Chief Officer or EMS Captain in any of the following ways that the officer deems appropriate:

- Immediate Suspension of Member(s) - From any and all activities involving the Fire Company, including responding to emergency calls, drills, meetings, events and functions
- Immediately Suspend the Member(s) rights and privileges as outlined in the Policy Guide
- Limit the activities to which the Member(s) may attend or respond

Initial duration of suspension / limitations, can be up to (30) days as deemed appropriate

In the event a member is suspended, they might be ordered to return all Company-supplied equipment, including clothing, keys, pager, radios, etc.

# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

If a Board of Inquiry (B.O.I.) shall be assembled with regards to these disciplinary proceedings, it shall consist of: the President, Chief, Vice President, Deputy Chief and EMS Captain.

- If the Member of the B.O.I. is the same individual filing the charges or if they feel they cannot perform the duty for whatever reason, they shall recuse themselves from the Board and be substituted with the next highest-ranking Officer or Committee Member.
- The Board of Inquiry shall make an attempt to reach the member that is being charged and perform an unbiased investigation of the charges being presented.

The Chief Officer / Squad Captain shall immediately inform the President of the situation and the actions taken, followed by a written description of the charges to be provided within three days of learning of the situation.

Within tendays of the initial charges, a Board of Inquiry (B.O.I.) can, but is not required to be assembled by the President to thoroughly investigate and determine if further disciplinary actions or early termination of the suspension / limitations are recommended.

If a B.O.I. is not assembled to further investigate, or the member(s) do not contest the suspension / limitations, then the determination of the Chief Officer(s) will stand. The member(s) can return to their previous membership role in the fire company upon completion of the penalty, with no further action required.

# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

If a B.O.I. is assembled and further disciplinary actions are recommended, then during the next scheduled business meeting the company will be informed of the B.O.I.'s findings. No action by the Company is required for the recommended actions to take effect. Any motion from the floor modifying the B.O.I. recommended disciplinary actions must pass with a two-thirds majority to take effect. The B.O.I. will present all evidence it considered to the Membership prior to a vote being taken.

The B.O.I. may recommend to the Fire Company:

- Excuse with Reason
- Suspension for more than thirty days
- Expulsion from the Fire Company
- Other penalties at the discretion of the B.O.I.

If the B.O.I. determines that the disciplinary action was unwarranted or too severe, the BOI may lift or modify the disciplinary action and the effect shall be immediate.

The BOI shall present its findings at the next regular Monthly Business Meeting of the Company. No action by the Company is required for the recommended actions to take effect. Any motion from the floor modifying the B.O.I. recommended disciplinary actions must pass with a two-thirds majority to take effect.

The B.O.I. will present all evidence it considered to the Membership prior to a vote being taken.



# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

If the suspended / limited member(s) feels they have been unfairly penalized and would like to contest the suspension / limitations, they must notify the President immediately.

In this event, the President MUST assemble the B.O.I. within (10) days to provide a thorough investigation.

If the B.O.I. determines that the disciplinary action was warranted and justified, the disciplinary action will remain in effect and no further action by the Fire Company is required.

If the B.O.I. agrees with the member(s) and finds the Chief Officer / Squad Captain acted out of jurisdiction or inappropriately suspended / limited the member(s) the BOI may lift or modify the disciplinary action and the effect shall be immediate.

The BOI shall present its findings at the next regular Monthly Business Meeting of the Company. No action by the Company is required for the recommended actions to take effect. Any motion from the floor modifying the B.O.I. recommended disciplinary actions must pass with a two-thirds majority to take effect.

The B.O.I. will present all evidence it considered to the Membership prior to a vote being taken.

## SECTION 2:

# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

Any disciplinary action involving attendance at meetings, theft, embezzlement, misuse of funds, drunkenness, underage drinking of alcoholic beverages, fighting, misuse of Company property, or any action not under the jurisdiction of the Chief or EMS Captain shall be dealt with as follows:

Charges may be brought before the Company at a regular meeting and the individual or individuals shall be subject to review and appearance before a Board of Inquiry consisting of the Executive Committee. This Board may recommend to the Company:

- A. Excuse with Reason
- B. Suspension for thirty days or more
- C. Expulsion from the Company
- D. Other penalties at the discretion of the Board of Inquiry

The B.O.I. will provide a recommendation for discipline to the Fire Company. The discipline shall be rendered with no further action required unless a two-thirds vote by the eligible voting members in favor of modifying.

## **Section 3:**

# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

Any member so charged has the right to appear before the Company on his/her own behalf before any action vote.

## **Section 4:**

If charges are brought against a member of either Board of Inquiry, their place on that Board may be taken by a member of the other Board.

## **Section 5:**

If charges have been preferred against a member, the Secretary shall give notice, in writing, within thirty days of the charges to the individual or individuals. A member's failure to respond in person or in writing after notification may be taken as an acceptance of the charges.

## **Section 6:**

Any Active Member neglecting to attend three (3) consecutive regular meetings or three (3) consecutive drills shall be notified by the Secretary to state the reasons for the absence via email by the next regular meeting or by attending the next regular meeting. Excused meeting absences will be determined by the Executive Committee. Failure to state such reasons may lead to disciplinary action.

## **Section 7:**

# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

Every Field Officer holding special gold badges, lapel buttons, and hat strap and insignia and Drivers with silver lapel buttons shall turn them over to the Quartermasters by December 31 unless that individual is remaining in the position for the next calendar year. Every Field Officer that is not returning to an office requiring gold uniform buttons shall turn them over to the Secretary at the next regular meeting following the annual meeting. Field Officers and Drivers failing to comply with the regulations shall pay an automatic fine in the amount of \$25.00 and the value of the property, and be subject to suspension until the property is returned and the fine paid.

## **Section 8:**

Any member upon a verification of being under criminal indictment shall be temporarily suspended. Notice of suspension shall be in writing from the Secretary. Upon verification of conviction of a felony, the member shall be automatically (ipso facto) expelled from the Company. If acquitted of all charges, the member shall be immediately reinstated to full membership.

# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

## **ARTICLE XIV – EXPENDITURES**

### **Section 1:**

All expenditures will be brought before the floor of the Company at a business meeting for approval.

Each November, the Treasurer will present a proposed budget for a base spending plan for the subsequent calendar year. That proposed budget will be presented at the meeting and held for action till the Annual Meeting in December.

If the proposed or amended budget is passed, those base expenditures are approved for action by responsible Officers or Committee Chairs.

Any additional, unplanned expenses must come from the floor under New Business at any regular meeting.

Any additional, unplanned, non-emergent expenses totaling \$10,000 or more will automatically be held for one business meeting before a vote.

# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

## ARTICLE XV – RECEPTION CEREMONY

The Company will form a half circle and the President or a designated replacement will say -

You are surrounded by members who have pledged themselves to the objectives of this Company, which are:

- The prevention and extinguishment of fires
- The promotion of EMS work
- To assist our neighboring communities when called upon by them

A fireman/EMS provider is often called upon to perform duties that may endanger their lives, so we must be very careful not to allow any person to enter our Company who would shirk a duty, no matter how dangerous it may seem. It is often the case that we are called to duty when it interferes with our pleasures, but a good fireman/EMS provider never lets pleasure keep them from their duty. My friend, we hope and trust that by admitting you we have added another good member to our Company.

We are all bound by an obligation that is binding in its nature. Are you willing to take such an obligation? (*Candidate will answer yes*) Then raise your right hand and repeat after me:



# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

I (*Candidate's name*), do solemnly promise that I will do all in my power to promote the good of the Basking Ridge Fire Company No. 1. I will keep all the confidential matters and business of the Company from those not members of this Company; and no matter what I am asked to do, I will do it cheerfully as long as it pertains to the welfare of the Company and does not interfere with my religious or moral duties. I will never let my personal feelings interfere when the interest of the Company is at stake, and by breaking this obligation, I agree to forfeit all rights and privileges as a member of the Basking Ridge Fire Company No. 1. To the faithful performance of all this, I pledge my honor.

# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

## **ARTICLE XVI – AMENDMENTS**

### **Section 1:**

The Bylaws of the Company shall not be revised, suspended, or amended, except at a regular meeting or special meeting. Notice of such revision or amendment shall be given, in writing, at a regular meeting or special meeting, and held over for one month. If two-thirds of the Company present shall vote favorably, the same shall be adopted.

### **Section 2:**

If any section, paragraph, sentence, part, or word of these Bylaws is rendered unconstitutional or invalid by judicial decision, such decision shall not render any other part of these Bylaws unconstitutional or invalid.

### **Section 3:**

No Standing Rule, Bylaws Amendment, or Policy Guide Amendment will be passed by this organization that conflicts with federal or state statute, the Charter of the Company, or its own Bylaws or Policy Guide.

# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

## **Section 4:**

The current Bylaws are to remain in full force, for the government of this Company, from the date of their approval, and by virtue of the same, all others are hereby repealed.

## **Section 5:**

To propose a Bylaws Amendment, a member or members in good standing shall submit it in writing to the Bylaws Committee at its regular monthly meeting. The proposed amendment will be presented at the next appropriate regular business or special meeting of the Company, in writing, accompanied by the signatures of the five voting members.

**STATE OF NEW JERSEY  
DEPARTMENT OF THE TREASURY  
DIVISION OF REVENUE AND ENTERPRISE SERVICES**

**SHORT FORM STANDING**

**BASKING RIDGE FIRE COMPANY NO. 1 A NJ NONPROFIT CORPORATION  
0450732568**

*I, the Treasurer of the State of New Jersey, do hereby certify that the above-named NJ Domestic Non-Profit Corporation (NP) was registered by this office on Tuesday, November 23, 2021.*

*As of the date of this certificate, said business continues as an active business in good standing in the State of New Jersey, and its Annual Reports are current.*

*I further certify that the registered agent and registered office are:*

**RICHARD HALL  
30 WASHINGTON AVENUE  
PO BOX 326  
BASKING RIDGE, NEW JERSEY 07920-0326**



*IN TESTIMONY WHEREOF, I have  
hereunto set my hand and  
affixed my Official Seal  
23rd day of November, 2021*

A handwritten signature in black ink, appearing to read "Elizabeth Maher Muoio".

**Elizabeth Maher Muoio  
State Treasurer**

Certificate Number : 4155414951  
Verify this certificate online at  
[https://www1.state.nj.us/TYTR\\_StandingCert/JSP/Verify\\_Cert.jsp](https://www1.state.nj.us/TYTR_StandingCert/JSP/Verify_Cert.jsp)

# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

The Bylaws end at the previous page. This section is an aid for understanding the recent change history of the document.

## SUMMARY OF RECENT AMENDMENTS

### 2019:

- Change to business and annual meeting start time
- Change in timing and method of distribution of meeting minutes
- Added exception for conversion of Junior member to Full in isolated cases
- Added process for Membership Committee to address members not in good standing
- Change to eligibility to run for select administrative offices
- Changes to disciplinary action

### 2020:

- Excused absences to meetings may be submitted via email to the secretary
- Removal of the training committee.
- Removal of the EMS Committee and addition of the Report of EMS Captain at meetings.

### 2021:

# BASKING RIDGE FIRE CO. NO. 1 BY-LAWS

---

- A number of minor changes, including fixing spelling errors, making usage consistent, removing repetition of numbers, etc.



# Resolution of the Township of Bernards

1 Collyer Lane, Basking Ridge, NJ 07920  
908-766-2510; [www.bernards.org](http://www.bernards.org)

---

## **Resolution #2022-0124**

Acceptance of Liberty Corner Fire Company (LCFC) 2021 Annual Report, Adoption of the By-Laws, and Acknowledgement of the 2022 Membership Roster

**WHEREAS**, pursuant to §2-14 of the Revised General Ordinances of the Township of Bernards the volunteer Fire Department of the Township of Bernards shall consist of the Basking Ridge Fire Company #1 and the Liberty Corner Fire Company, Inc.; and

**WHEREAS**, the Fire Department shall furnish annual reports, in writing to the Township Committee; and

**WHEREAS**, the Fire Department shall be governed by the rules and regulations adopted by resolution of the Township Committee.

**NOW THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Bernards that the following is acknowledged and accepted as submitted regarding the LCFC:

1. The LCFC 2021 annual report
2. The LCFC By-Laws, dated 2018
3. The LCFC 2022 Roster of members

Agenda Date and Vote: 02/15/2022

### **CERTIFICATION**

I hereby certify this is a true and exact copy of a resolution adopted by the Bernards Township Committee on 02/15/2022

\_\_\_\_\_  
Rhonda Pisano, Municipal Clerk



LIBERTY CORNER FIRE COMPANY  
YEAR ENDED DECEMBER 31, 2021  
ALLOCATION OF TOWNSHIP GRANT

<b>Grant from Bernards Township - Year 2021</b>	<b>\$ 55,000</b>
---	------------------

**Allocation of Grant for the Year Ended December 31, 2021**

<b>Operations</b>		<b>\$ 41,171</b>
Radios and Technology	\$ 12,104	
Equipment	\$ 9,066	
Firefighting Supplies	\$ 1,942	
Hose and Pump Testing	\$ 4,184	
Holmtro Extrication Equipment	\$ 2,060	
Air Pack Maintenance & Testing	\$ 3,215	
Gear Racks	\$ 8,600	
<b>Maintenance of Apparatus</b>		<b>\$ 12,106</b>
<b>Training</b>		<b>\$ 1,994</b>

<b>\$ 55,271.33</b>
---------------------

# **LIBERTY CORNER FIRE COMPANY**

## **BYLAWS**

**Revision Date: February 2018**

# **BYLAWS**

## **Liberty Corner Fire Company**

### **Article**

- Article 1** Name and Purpose
- Article 2** Officers
- Article 3** Duties of the President and Vice President
- Article 4** Duties of the Secretary
- Article 5** Duties of the Treasurer
- Article 6** Duties of the Trustees
- Article 7** Duties of the Chief
- Article 8** Duties of the Assistant Chiefs
- Article 9** Duties of the Foremen
- Article 10** Standing Committees
- Article 11** Application for Membership
- Article 12** Probationary Period
- Article 13** Duties of the Members
- Article 14** Active Membership
- Article 15** Honorary Membership
- Article 16** Life Membership
- Article 17** Junior Auxiliary Membership
- Article 18** Auxiliary Membership
- Article 19** Resignations
- Article 20** Expulsions
- Article 21** Elections
- Article 22** Meetings
- Article 23** Roll Call
- Article 24** Death of a Member
- Article 25** Excuses
- Article 26** False Alarms and Arson
- Article 27** Misunderstandings
- Article 28** Fiscal Operations
- Article 29** Amendments
- Article 30** Dissolution

**Amendment A**

**Amendment B**

**Amendment C**

**Amendment D**

**Amendment E**

**Amendment F**

**Amendment G**

## **Article 1**

### **Name and Purpose**

#### **Section 1:**

This Company shall be known as the LIBERTY CORNER FIRE COMPANY.

#### **Section 2:**

It is established for the purposes of protecting and preserving life and property from destruction by fire and for transacting all such legal business as is essential and proper for its existence and progress.

## **Article 2**

### **Officers**

#### **Section 1:**

The officers shall be a President, a Vice President, a Secretary, a Treasurer, and five (5) Trustees, who shall be known as Administrative Officers. There shall be a Chief, First Assistant Chief and Second Assistant Chief who shall be known as Line Officers.

#### **Section 2:**

All officers, including at least one Trustee shall be elected at the December Meeting,

#### **Section 3:**

No member shall hold more than one elected office at a time.

## **Article 3**

### **Duties of the President and Vice President**

#### **Section 1:**

It shall be the duty of the President to preside at all meetings and enforce the bylaws; he shall therefore familiarize himself with the Parliamentary procedure as defined by Robert's rules of order; he shall call special meetings when he shall deem it necessary or upon the written request of five members. It shall furthermore be his duty to appoint all committees, and he shall act as an ex-officio member of those committees.

#### **Section 2:**

He shall be entitled to vote only when there is a tie vote, and shall not be entitled to the floor.

#### **Section 3:**

At the January meeting, he shall appoint all standing committees and such other committees as he shall see fit.

**Section 4:**

It shall be the duty of the Vice President to perform all the duties of the President in his absence. In the event of a vacancy in the office of President for any reason during the year, the Vice President shall immediately assume the office of President until the next December meeting.

## **Article 4**

### **Duties of the Secretary**

**Section 1:**

It shall be the duty of the secretary to keep a roster of all members. He shall take attendance at all meetings. He shall notify the membership of all special meetings, which notice shall state the general purpose of such meeting. He shall keep minutes of the proceedings of the company and shall receive and record all propositions for membership. He shall read all communications.

**Section 2:**

He shall be responsible for forwarding all membership applications to the Township Committee and the Township Relief Association. In addition, he shall notify the Township Committee of the election of officers each year.

## **Article 5**

### **Duties of the Treasurer**

**Section 1:**

It shall be the duty of the treasurer to receive all monies, to pay all bills ordered by the company, to keep a correct account of all receipts and disbursements, to give a written report of the financial condition of the company at each meeting. He shall also give a written detailed annual report at the January meeting. Periodically, but at least annually, the Trustees shall satisfy themselves as to the accuracy of the Company's books and accounts.

**Section 2:**

In the absence of the Treasurer, the Chairman of the Trustees shall assume the Treasurer's duties.

## **Article 6**

### **Duties of the Trustees**

**Section 1:**

The Trustees shall have charge of all property belonging to the company not otherwise provided for. They shall elect one of their members Chairman and it shall be his duty to keep a complete inventory of the Company's property. They shall preserve and file all permanent records and documents of the Company and perform such other duties as the Company shall direct or is required by law.

**Section 2:**

It shall be the duties of the Trustees to act as an advisory board in matters of finance, care of the buildings, apparatus, furniture and grounds. When requested, they shall advise on the use of the property of the Company for other than Company business. They shall handle all insurance matters.

**Section 3:**

The term of office for each Trustee shall be two years. If a Trustee shall become incapacitated or for any reason shall be unable to perform his duties, the membership may, at the next regular meeting, elect another member to fill the position of Trustee on a temporary basis. The member so elected shall assume the duties of Trustee, but shall serve only until the incapacitated Trustee shall reassume his duties or until the expiration of his term, which ever shall occur first.

## **Article 7**

### **Duties of the Chief**

**Section 1:**

It shall be the duty of the Chief to command the Company whenever on active duty at fires, drills, and all other times except business meetings, when the President shall preside. The authority of the Chief while the Company is on duty shall be absolute and without question.

**Section 2:**

He shall see that the Firehouse and apparatus are in good working order and shall have charge of all fire related equipment belonging to or in charge of the Company and shall see that it is kept in good condition and repair and ready for use at all times.

**Section 3:**

He shall conduct himself properly at all times when acting as an officer of the Company under penalty of removal. Should the occasion arise, such removal shall be determined by the Company at a meeting upon the two-thirds vote of the members present who are qualified to vote.

**Section 4:**

He shall make a report in detail of every fire, alarm of fire and drill at the first regular meeting following such occurrence.

**Section 5:**

He shall make a report in writing of the active duty of the Company at the January meeting.

**Section 6:**

The Chief shall have control over all training. As such, the Chief shall appoint an advisory training board each year before the January meeting. The board shall consist of the Chief and five (5) other members - an Assistant Chief, an Ex-Chief and three (3) other

members. The board shall plan all training for the Fire Company which shall include no less than twenty (20) drills per year. The Chief may delegate related duties to other members.

**Section 7:**

He shall appoint such Fire Police as he may deem necessary for the proper policing of all fires.

**Section 8:**

He shall appoint all truck foremen and assistant foremen and shall approval all drivers.

**Section 9:**

The Chief shall have charge of all parades. He may delegate this duty to one of his Assistant Chiefs.

## **Article 8**

### **Duties of the Assistant Chiefs**

**Section 1:**

It shall be the duties of the Assistant Chiefs to aid the Chief in the Management of the Company.

**Section 2:**

In the absence of the Chief, the First Assistant Chief will assume command, and in the absence of both the Chief and the First Assistant, the Second Assistant Chief will command. If all Chiefs are absent, then command will fall to the Ex-Chief who has most recently held the office of Chief.

## **Article 9**

### **Duties of the Foremen**

**Section 1:**

The foremen shall have responsibility for the maintenance of their truck and all equipment thereon and shall be subject to the orders of the Chief or Acting Chief.

**Section 2:**

It shall further be the duty of the foremen to check the inventory of his truck periodically. He shall at all times have a checklist of everything on his truck and should report anything missing or broken.

## **Article 10**

### **Standing Committees**

**Section 1:**

The Investigating Committee shall inquire into the character and competency of candidates for membership and shall report their findings to the Company.



**Section 2:**

The Finance Committee shall conduct the Annual Fund Drive.

**Section 3:**

The Uniform Committee shall be in charge of the procurement, use and distribution of uniforms. Only Ex-Chiefs, Active Chiefs, and Active Assistant Chiefs shall be entitled to wear gold accessories on their uniforms. All other members shall wear silver except that an Ex-Assistant Chief shall be entitled to wear a special Ex-Assistant Chief's badge.

**Section 4:**

The Committee on Sickness shall call upon ailing members and determine if there is any assistance the Company can render. These findings shall be reported back to the Company at a regular meeting.

**Section 5:**

The Entertainment Committee shall be in charge of all social activities of the Company.

**Section 6:**

All of the above committees shall have at least one active member.

## **Article 11**

### **Applications for Membership**

**Section 1:**

Any person who is a resident within the limits of the Bernards Township or within a radius of one mile from Bernards Township, and has been for at least six months, and is not less than 18 years of age, a citizen of the United States, of good moral character, and physically able to perform the duties of a volunteer fireman, shall be eligible to apply for membership. The six month waiting period may be waived for a former fireman upon the recommendation of the Investigating Committee which must be based partly upon a written report from the fire company from which he transferred, and may also be waived for applicants who have purchased a home within the limits of the fire district or a radius of two miles from the fire house and who reside in that house.

**Section 2:**

Any person applying for membership shall be required to fill out an application blank, furnished for the purpose, over his own signature, which shall be presented to the company by the Investigating Committee.

**Section 3:**

Any person who is employed on a full time basis within the fire district or within Bernards Township or within one mile of Bernards Township and who has been for at least six months shall be eligible for membership provided his employer agrees to release

him to answer fires during working hours. Any person who qualifies for membership under this section shall not be eligible to become a line officer. Any change in the above circumstances shall result in automatic dismissal.

**Section 4:**

Any person who has been expelled from any fire company for misconduct shall not be eligible for membership in the Company.

**Section 5:**

Persons who have applied for membership shall be designated as Applicants. All applicants must attend four drills within a three month period prior to receiving an application form.

## **Article 12**

### **Probationary Period**

**Section 1:**

All new members shall serve a one year probationary period.

**Section 2:**

During the probationary period, no member shall hold any appointed or elected office. They shall also not have the right to vote.

**Section 3:**

Following the one year probationary period, the member shall be reclassified to full membership or dropped from the rolls.

**Section 4:**

During the period of probation, the new member shall be required to submit to fingerprinting, a criminal history record check, and a motor vehicle record check, and shall execute such consents as are necessary for the fire company to secure these searches. Convictions of any crimes as defined in Title 2C of the New Jersey Statutes or of any disorderly persons or petty disorderly offenses concerning the possession or distribution of any controlled dangerous substance shall be cause for dismissal from the Company. The absence of or loss of a driver's while on probation shall be cause for dismissal.

## **Article 13**

### **Duties of Members**

**Section 1:**

On the alarm of fire, it shall be the duty of every member of this Company, not otherwise assigned, to respond in a safe and reasonable manner.

**Section 2:**

All members shall faithfully perform all work or duties assigned them by the commanding officer, adhere to the rules of the Company, and to that end familiarize themselves with the bylaws.

**Section 3:**

Any member who may have objection to a person making application in this Company shall contact the Investigating Committee and state his reason for believing that the applicant would not make a good member.

**Section 4:**

All members shall examine the bulletin board in the firehouse and/or company website, and keep themselves informed and be governed by the instructions posted thereon.

**Section 5:**

All members receiving equipment belonging to the company must maintain the same in satisfactory condition and, in the event of loss or unreasonable damage, shall notify the chief as soon as possible. In no way shall this section be construed to mean that the company shall be required to furnish members with any equipment.

**Section 6:**

Any equipment assigned to any member shall at all times remain the property of the company.

## **Article 14**

### **Active Membership**

**Section 1:** An active member is a member who has attended at Least four (4) meetings and at least fifteen (15%) percent of alarms, Drills, and fundraising events.

**Section 2:** Only active members shall have the right to vote.

**Section 3:** Eligibility to vote shall be determined as of December 1 of each year, on that date, or before the December meeting, the Chief shall post the list of active members, based upon percentages, from January 1 of that calendar year. Those designated as active members shall be eligible to vote on all matters through December 1 of the following year, irrespective of percentages.

## **Article 15**

### **Honorary Membership**

**Section 1:**

An Honorary member is a member who fails to meet the requirements of Article 14, or who moves out of the state of New Jersey.

**Section 2:** An honorary member shall have all of the privileges of membership, except the right to vote. In the event that there is a tie vote, the President shall have the right to vote, even if an honorary member.

**Section 3:** An Honorary member may be returned to the active roles if, as of December 1 of any calendar year the member is deemed, pursuant to the requirements of article 14, to have met the required percentages. Restoration shall be conditioned upon completion of any State mandated training requirements.

**Section 4:** A member moved to the honorary rolls will remain an honorary member for one year. Thereafter, the member must request of the Chief, each December 1 to remain an honorary member.

**Section 5:** After one year on the honorary rolls, the member shall be dropped from the membership rolls unless a request is made to remain an honorary member.

## **Article 16**

### **Life Membership**

**Section 1:**

Any Active member may apply for Life Membership after meeting the requirements of an Exempt Firefighter pursuant to the laws of the state of New Jersey for 7 years of service to the Liberty Corner Fire Company, and after having served as an elected line or administrative officer of the company for five years.

**Section 2:**

Such an application must be acted upon by the membership at a regular meeting, by a majority vote.

**Section 3:** A life Member will have the privilege of the floor, but no vote by virtue of that status.

## **Article 17**

### **Junior Auxiliary Membership**

**Section 1:**

There shall be created within the Liberty Corner Fire Company a Junior Firefighters' Auxiliary. The creation of this organization shall conform as much as is practicable to the ordinance related to the organization and operation of a junior fireman's auxiliary in accordance with NJSA 40A:14-95, as enacted by the Bernard's Township Committee on August 16, 1983. Requirements for membership as set forth in Article 11, shall be the same as for regular members, except for section 3 and 5 of Article 11 shall not be applicable to Junior Members.

**Section 2:**

Candidates applying for membership to the Junior Auxiliary must be between 16 and 18 years of age. The application for membership must include a completed medical authorization form, and written permission from a parent or guardian, which document shall be acknowledged.

**Section 3:**

Upon attaining the age of 18, a Junior Auxiliary member shall be permitted to apply for membership in the fire company as a regular member. At that time, the requirements of Article 11, Section 5 shall be met, as well as all other requirements of Article 11. If serving as an officer in the Junior Auxiliary when the junior member reaches the age of 18, the member shall complete the year for which the member was elected to such office, although becoming a regular member of the fire company.

**Section 4:**

All activities of the Junior Auxiliary shall conform to the New Jersey Child Labor Laws. No Junior Auxiliary member shall be permitted to perform duties which would expose such member to the same degree of hazard as a regular member of the fire company.

**Section 5:**

All Junior Auxiliary members shall comply with the bylaws of the Liberty Corner Fire Company, as far as applicable, as well as with the bylaws of the Junior Auxiliary. The Junior Auxiliary members shall obey the commands of the fire chief or any other officer of the fire company in charge of a drill or other fire company activity.

**Section 6:**

The Junior Auxiliary shall be under the guidance of a standing committee appointed by the President each year, which committee shall be known as the Junior Auxiliary Committee, and which shall be made up of three members, including the Second Assistant Chief, all of whom shall have held line officer positions. The Second Assistant Chief shall serve as advisor to the Junior Auxiliary. The Junior Auxiliary shall serve under the command of its own officers, and all Junior Auxiliary members shall serve under the command of the fire company line officers.

**Section 7:**

The members of the Junior Auxiliary shall elect a member from among its ranks to serve as Junior Auxiliary Captain, and a member to serve as Junior Auxiliary President. The Junior Auxiliary shall enact its own by-laws, which shall not be inconsistent with the bylaws of the fire company. Both the line officers and the administrative officers of the Junior Auxiliary shall report to the Second Assistant Chief and to the Junior Auxiliary Committee. Any by-laws created or amended by the Junior Auxiliary are subject to the approval of the Junior Auxiliary Committee.

**Section 8:**

The permitted activities of a member of the Junior Auxiliary shall include, but not be limited to: Use of a crowbar or other non-power tool, perform CPR (if certified), ride on the apparatus (so long as not displacing a regular member), assist at the scene of a fire (but not in close proximity to the fire), assist in rehabilitation of firefighters, rolling hose, and returning the apparatus to in-service status.

A Junior Auxiliary member shall not drive any fire company vehicles, use any motorized tools, use a come-a-long, use a blue light on a personal vehicle, or use air tools. The Chief may impose other restrictions upon the Junior Auxiliary members, as those restrictions apply to firefighting operating procedures.

#### **Section 9:**

Junior Auxiliary members may respond to alarms, but between the hours of 10 pm and 6am on school nights, may do so only at parents' discretion. With the permission of parents or guardians, Junior Auxiliary members may respond from school only to alarms of fire. They shall not respond from school to alarm activations or rescue calls.

#### **Section 10:**

Non-firematic curfew is 10 pm to 6am school nights, unless permission is obtained from a company officer or Chief.

Junior Auxiliary members shall not have a key to the firehouse, and shall not be present in the firehouse unless a regular member is present, Junior Auxiliary members shall not have guests in the firehouse unless permission is obtained from a fire company officer, trustee, or administrative officer.

Junior Auxiliary members shall be subject to immediate expulsion if found to be under the influence of alcohol or drugs at a fire company function or at the firehouse.

Should it be known that a Junior Auxiliary member is failing in the member's schoolwork, the individual shall be placed on an inactive list until such time as the parents or guardian approve a return to active duty.

All Junior Auxiliary non-firematic activities and functions must be approved by the Second Assistant Chief or by two members of the Junior Auxiliary Committee.

Junior Auxiliary members shall be permitted to attend fire company meetings, but shall not have a vote. Junior Auxiliary members may serve on fire company committees.

All equipment issued to Junior Auxiliary members shall be maintained in good condition by the member.

## **Article 18**

### **Auxiliary Membership**

#### **Section 1:**

The Liberty Corner Fire Company Auxiliary (the Auxiliary) is hereby incorporated into the Company as Liberty Corner Fire Company Auxiliary members.

**Section 2:**

The Auxiliary members shall govern themselves but shall be subject to 1) the orders of the Chief during an emergency and 2) the orders of the Company President for all non-emergency activities.

**Section 3:**

The Auxiliary can request of the Company President the right to have the Auxiliary President (or a person appointed by the Auxiliary President) present under the New Business portion (or the Old Business portion if applicable) of a Company meeting to address the Company membership, hereby granting the Auxiliary member the right to the floor at a Company meeting.

**Section 4:**

No Auxiliary member shall have the right to vote at a Company meeting.

**Section 5:**

The Auxiliary must request use of the building from the Company President.

## **Article 19 Resignations**

**Section 1:**

Any member wishing to resign shall present such resignation in writing at a regular meeting. It shall immediately be tabled until the next regular meeting. If, at that time, it has not been withdrawn, it shall become effective.

**Section 2:**

Any member who resigns shall surrender immediately all property in his possession belonging to the Company.

## **Article 20 Expulsion**

**Section 1:**

Any member may be expelled by a three-fourths vote of the members present at a regular meeting, provided he has been served with a copy of the charges against him at least ten days prior to the meeting and an opportunity given to him to appear and offer his defense at such, or a subsequent meeting, as determined by the Company.

## **Article 21 Elections**

**Section 1:**



With the exception of the office of Trustee, all Officers shall be elected each year at the December meeting.

**Section 2:**

A nominating Committee shall present one name for each office at the meeting prior to that at which an election is to take place. It shall be the privilege of any active member, as defined by these By-Laws, to make a nomination from the floor at the same meeting where the nominating Committee makes its report. No nominations shall be made thereafter, unless there is no nominee at the time the election takes place, in which case nominations may be made from the floor.

**Section 3:**

If a vacancy occurs among officers it shall be filled at the next regular meeting for the remainder of the term but if any vacancy occurs at a meeting it shall be filled at the same by election except as provided in Article 3 Section 4.

**Section 4:**

With the exception of the offices of Secretary, Treasurer and Trustee, no person shall be eligible for more than two consecutive full terms in any one office. A period of one year must elapse to restore a member's eligibility to resume an office for an additional term.

## **Article 22**

### **Meetings**

**Section 1:**

The regular meeting shall be held on the second Monday of each month at 8:00 PM.

**Section 2:**

Special Meetings may be held at any time, providing the members of the Company have been notified of the same. No business other than that for which the special meeting has been called shall be transacted.

**Section 3:**

The December meeting shall be the Annual Meeting.

**Section 4:**

Seven members who are eligible to vote shall constitute a quorum at all meetings.

**Section 5:**

All meetings shall be conducted according to "Robert's Rules of Order".

**Section 6:**

The order of business at regular meetings shall be:

1. Call to order by presiding officer
2. Salute to the Flag

3. Reading of the Minutes
4. Treasurer's Report
5. Chief's Report
6. Committee Reports
7. Old Business
8. Bills and Communications
9. New Business
10. Consideration of applications
11. Election of officers
12. Roll Call
13. Adjournment

## **Article 23**

### **Roll Call**

#### **Section 1:**

The roll call shall be taken at all assemblies of the Company, at the end of all meetings, and after all alarms of fire, at the firehouse.

#### **Section 2:**

Attendance rolls shall be kept at all times in the firehouse and no roll shall be altered, except at a meeting.

## **Article 24**

### **Death of a Member**

#### **Section 1:**

Upon the death of a member it shall be the duty of the President and the Chief to wait upon the relatives of the deceased and, upon their request, the Company shall attend the funeral.

#### **Section 2:**

A floral piece may be sent in name of the Company and arrangements for same shall be taken care of by the Chief and the President.

## **Article 25**

### **Excuses**

#### **Section 1:**

Sickness or death in the family, personal sickness, employment or absence from the area shall be deemed sufficient excuse for any absence from duty.

## **Article 26**

## **False Alarms and Arson**

### **Section 1:**

Any member of this company who shall knowingly create a false alarm, be involved in arson, or encourage or incite any other person to do so, by any means whatsoever, shall be expelled from the Company, pursuant to Article 20.

## **Article 27 Misunderstandings**

### **Section 1:**

If any misunderstanding shall arise as to the true intent of these bylaws, a majority of the members present at the meeting shall decide their meaning and the Secretary shall record such decision, which shall be precedent and shall not be changed without a two-thirds vote.

## **Article 28 Fiscal Operations**

**Section 1.** The Treasurer shall have the primary responsibility for fiscal operations of the fire company.

**Section 2.** Only the Treasurer and the Chairman of the Trustees shall be authorized to be signatories to any financial accounts of the fire company. Other individuals may be authorized only by a majority vote of the membership, which authorization may be for a finite duration and/or purpose.

**Section 3.** The company shall operate under a budget approved by the membership at the Annual Meeting in December.

**Section 4.** The President shall appoint a budget committee at the October meeting. That committee shall consist of the Treasurer, the Chief, one Trustee, and one member who is neither a line nor administrative officer. The President may take an active role on the committee, but shall have no vote on the committee except in the event of a tie vote. A vote of three members shall be sufficient for committee approval to present the budget to the company.

**Section 5.** The Budget Committee shall present a budget at the December meeting, which shall be considered by the members. In the event a budget is not approved, the budget for the previous year shall remain in effect until a new budget is passed.

**Section 6.** No expenditures shall be made during a fiscal year unless such expenditure is authorized by the budget. Transfers of budget amounts from one line to another may

be approved by unanimous agreement of the Treasurer, the President, the Chief, and the Chairman of the Trustees. In the event unanimous agreement cannot be attained, such line item transfers may be approved by majority vote of the members.

**Section 7.** Expenditures above those authorized by the budget shall be approved only by a super-majority vote of the membership, i.e. a two-thirds (2/3) vote.

**Section 8.** No signatory to any account of the fire company may issue checks or drafts to him or herself.

## **Article 29 Amendments**

### **Section 1:**

Any proposition to amend or repeal any portion of these bylaws shall be submitted in writing at a regular meeting and shall lie on the table until the next regular meeting before being acted upon.

### **Section 2:**

A vote of two-thirds of the members present at that meeting shall be necessary to amend or repeal.

### **Section 3:**

All bylaws heretofore existing in the Company are hereby repealed.

## **Article 30 Dissolution**

### **Section 1:**

In event of dissolution of the Liberty Corner Fire Company, the assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

**Amendment A:**

**Revise Article 10 Section 2:**

In the absence of the Treasurer, the Chairman of the Trustees shall assume the Treasurer's duties.

**To read:**

**Section 2:**

In the absence of the Treasurer, the Chairman of the Trustees or their designee shall assume the Treasurer's duties. Any designee of Chairman of the Trustees shall be limited to one of the Trustees.

**Revise Article 28 Section 2.** Only the Treasurer and the Chairman of the Trustees shall be authorized to be signatories to any financial accounts of the fire company. Other individuals may be authorized only by a majority vote of the membership, which authorization may be for a finite duration and/or purpose.

**To Read:**

**Section 2.** Only the Treasurer and the Chairman of the Trustees or their designee shall be authorized to be signatories to any financial accounts of the fire company. Any designee of the Chairman of the Trustees shall be limited to one of the Trustees. Other individuals may be authorized only by a majority vote of the membership, which authorization may be for a finite duration and/or purpose.

*Amendments introduced January 11, 2010.*

*Amendments accepted February 8, 2010.*

**Amendment B:**

**Add Article 11 Section 6:**

Prior to submission of the application to the Township, the prospective member shall submit to a medical exam by a physician selected by Bernards Township, at no cost to the applicant. In the event the prospective member intends to hold a position requiring the use of SCBA, the prospective member shall also submit to the respirator fitness protocols as set forth in the Fire Company's SOG on Respiratory.

*Amendments introduced May 9, 2011.*

*Amendments accepted June 13, 2011.*

**Amendment C:**

**Modify Article 15 Section 4:**

**From:**

**Section 4:** A member moved to the honorary rolls will remain an honorary member for one year. Thereafter, the member must request of the Chief, each December 1 to remain an honorary member.

**To:**

**Section 4:** A member moved to the honorary rolls will remain an honorary member for one year. Thereafter, the member must request in writing of the Chief, prior to December 15 to remain an honorary member.

*Amendments introduced June 13, 2011.*

*Amendments accepted July 11, 2011.*



**Amendment D:**

**Modify Article 11 Section 5:**

**From:**

Persons who have applied for membership shall be designated as Applicants. All applicants must attend four drills within a three month period prior to receiving an application form.

**To:**

Persons who have applied for membership shall be designated as Applicants. All applicants must attend four sanctioned company event including at least two drills within a three month period prior to receiving an application form.

*Amendments introduced February 10, 2014.*

*Amendments accepted March 10, 2014.*

**Amendment E:**

**Add Article 17 Section 11:**

Junior Auxiliary members who are absent for 2 consecutive full months shall be notified in writing by the advisor of the Junior Committee of their absence and pending dismissal from the Junior Auxiliary. The Junior Auxiliary member will have 10 days to respond in writing with reason for the absence. The Junior Auxiliary Committee with the guidance of the Chief and Head Trustee shall review the response and make a determination to dismiss or retain the Junior Auxiliary member. If no response is received within 10 days of notification the Junior Auxiliary member shall forfeit their membership in the Junior Auxiliary.

*Amendments introduced February 10, 2014.*

*Amendments accepted March 10, 2014.*

## **Amendment F**

### **Article 10 Standing Committees**

**From:**

**Section 6:**

All of the above committees shall have at least one active member.

**To:**

**Section 6:**

Then investment committee shall ensure adherence to the investment policy set forth by the company. They shall review the policy with the membership during at June meeting each year. They must report quarterly the current status of the investment accounts. The committee shall consist of one trustee who is not a signatory of any account, the vice-president, the treasurer, and two other members.

**Section 7:**

All of the above committees shall have at least one active member.

**Add:**

### **Article 28 Fiscal Operations**

**Section 7.** Transfers from the investment account must be approved by the vice-president and a trustee who is not a signatory on any bank account. All transfer from any investment account must be done into the primary bank account.

Amendments introduced December 14, 2015

*Amendments accepted* January 11, 2016

## **Amendment G**

Change Article 11 Section 1

### **From:**

#### **Section 1:**

Any person who is a resident within the limits of the Bernards Township or within a radius of one miles from Bernards Township, and has been for at least six months, and is not less than 18 years of age, a citizen of the United States, of good moral character, and physically able to perform the duties of a volunteer fireman, shall be eligible to apply for membership. The six month waiting period may be waived for a former fireman upon the recommendation of the Investigating Committee which must be based partly upon a written report from the fire company from which he transferred, and may also be waived for applicants who have purchased a home within the limits of the fire district or a radius of two miles from the fire house and who reside in that house.

### **To:**

#### **Section 1:**

Any person who is a resident within the limits of the Bernards Township or within a radius of one miles from Bernards Township, and has been for at least six months, and is not less than 18 years of age, a citizen of the United States or lawful permanent resident, of good moral character, and physically able to perform the duties of a volunteer fireman, shall be eligible to apply for membership. The six month waiting period may be waived for a former fireman upon the recommendation of the Investigating Committee which must be based partly upon a written report from the fire company from which he transferred, and may also be waived for applicants who have purchased a home within the limits of the fire district or a radius of two miles from the fire house and who reside in that house.

*Amendments introduced January 8, 2018.*

*Amendments accepted February 12, 2018.*



# Resolution of the Township of Bernards

1 Collyer Lane, Basking Ridge, NJ 07920  
908-766-2510; [www.bernards.org](http://www.bernards.org)

---

## **Resolution #2022-0125**

Acknowledgement of Bernards Township 2021 Annual Report  
of the Agricultural Advisory Committee

**WHEREAS**, pursuant to §2-31.d.18 of the Revised General Ordinances of the Township of Bernards, the Agricultural Advisory Committee shall make an annual report to the Township Committee; and

**WHEREAS**, the Agricultural Advisory Committee is submitting a report pursuant to this requirement.

**NOW, THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Bernards, that the following report be acknowledged.

Agenda Date and Vote: 02/15/2022

### **CERTIFICATION**

I hereby certify this is a true and exact copy of a resolution adopted by the Bernards Township Committee on 02/15/2022.

\_\_\_\_\_  
**Rhonda Pisano, Municipal Clerk**

**Bernards Township  
Agricultural Advisory Committee  
2021 Annual Report to Township Committee**

During 2021 the Agricultural Advisory Committee held five Committee Meetings. Due to COVID the first two Committee meetings were held virtually. Several of our annual activities were also modified to limit in person interactions including promotion of Annual Agriculture Month and participating in Charter Day but the Committee was able to hold its annual farm meeting in November.

Mariellen Keefe has stepped down from the Committee after 15 years. We thank her for her invaluable participation over the years and her dedication to the goals of this Committee.

**Committee activities:**

- Conducted an annual review of the inventory of the Township's farm assessed properties.
- Posted presentation promoting National Agriculture Day on the Township website in lieu of face to face activities.
- Continued mission of agricultural education and outreach to Township residents.
  - Established FAQs based on questions from residents regarding agricultural activities on residential properties. These are now being posted to the Committee's website
  - Finalizing an interactive map of local farms and developing a strategy for communicating local farming activities to the community. The Committee thanks Tom Timko for his invaluable help with this project.
- Reviewed draft legislation related to soil protection standards for preserved farms and SADC requirements for maintaining an updated Farmland Preservation Plans for PIG eligibility. Note: The Township is not pursuing PIG funding at this time so there have been no activities to promote farm preservation by means of Township funding.
- Hosted a Public Farm Meeting for local farmers to meet and discuss agricultural issues.
  - Jon Knox, owner of Dogwood Farms and Chair of the Somerset County Board of Agriculture, was invited to talk with the group about wildlife management issues facing farmers.
  - Leon Harris, chair of the Deer Management Advisory Committee, also provided data on the Township management program.
  - We were also pleased to have Walter Lane attend who heads up the newly created Somerset County Office of Planning, Policy and Economic Development. He provided details of several programs promoting farms and farming in Somerset County.



# Resolution of the Township of Bernards

1 Collyer Lane, Basking Ridge, NJ 07920  
908-766-2510; www.bernards.org

## Resolution #2022- 0126

Award of Purchase Orders for Identified Vendors; Bridgewater Resources, Inc., Drivers Tire Service, Edmunds Gov Tech, Inc, Fischer and Son Company, Inc., Green Rock Recycling, Mainline Commercial Pool, Inc, Reider Associates, Inc., Route 23 Automall, Sewer Service Company d/b/a Roto Rooter and Storr Tractor Company.

**WHEREAS**, the Township Committee of Bernards has adopted Ordinance #1854 “Known as Pay to Play” and P. L. 2004, Chapter 19; and

**WHEREAS**, pursuant to the ordinance window contracts determined to exceed \$17,500.00 and within the bid threshold of \$44,000.00 requires governing body approval; and

**WHEREAS**, the purchasing agent has determined that the value of the expenditures with the vendor(s) listed below will exceed \$17,500.00 in purchases; and

Vendor	Not to Exceed	Vendor	Not to Exceed
Bridgewater Resources, Inc	\$ 44,000	Mainline Commercial Pools, Inc	
Drivers Tire Service	\$ 44,000	Reider Associates, Inc	\$ 44,000
Edmunds Gov Tech, Inc	\$ 44,000	Route 23 Automall	\$ 44,000
Fischer and Sons Company, Inc	\$44,000	Sewer Service Co, d/b/a/ Roto Rooter	\$ 44,000
Green Rock Recycling	\$ 44,000	Storr Tractor Company	\$ 44,000

**WHEREAS**, in anticipation of the listed expenditure, a Business Entity Disclosure Certification has been secured in compliance with N.J.S.A.19:44A 20-4 et seq., and that the principals of the said companies, have not made any reportable contributions to a political or candidate committee in the Township of Bernards in the previous one year, and that the contract will prohibit the principals of said companies from making ANY contributions through the term of the contract pursuant to Bernards Township Ordinance #1854 adopted on February 28, 2006, that would prohibit any business entity or professional that procures goods, services or contracts from the Township without the formal bid process from making “any” contribution whatsoever in the prior calendar year.

**NOW THEREFORE BE IT RESOLVED** by the Township Committee of the Township of Bernards, Somerset County, New Jersey that the Purchasing Agent is hereby authorized to issue purchase orders to the vendors listed above to maintain continuity and facilitate the ordering process through December 31, 2022.

Agenda and Date Voted: 02/15/2022

### EXPLANATORY STATEMENT

Pursuant to the adoption of the Bernards Township Pay to Play ordinance #1854 and P. L. 2004, Chapter 19, adoption will permit the purchases from noted vendor(s) relative to the day to day operation of the township departments.

Date: February 1, 2022

Francis J. Decibus, QPA, RPPO Purchasing Agent

### PURCHASING CERTIFICATION

I hereby certify that I have prepared this resolution and reviewed it for accuracy.

Date: February 1, 2022

Francis J. Decibus, QPA, RPPO Purchasing Agent

### CERTIFICATION

I hereby certify this is a true and exact copy of a resolution adopted by the Bernards Township Committee on 02/15/2022.

Rhonda Pisano, Municipal Clerk





# Resolution of the Township of Bernards

1 Collyer Lane, Basking Ridge, NJ 07920  
908-766-2510; [www.bernards.org](http://www.bernards.org)

---

## **Resolution #2022-0127**

### Acknowledgement of the 2021 Historical Society Annual Report

**WHEREAS**, pursuant to Ordinance #994, on January 12, 1990, the Township of Bernards and the Historical Society of Somerset Hills entered into a 50-year lease agreement for lease of the township-owned Brick Academy located at 15 West Oak Street, Block 1506, Lot 10, Basking Ridge; and

**WHEREAS**, pursuant to said agreement and N.J.S.A. 40A:12-14c, the Historical Society of Somerset Hills must submit an annual report to the Township setting out the use to which the building was put during the preceding year, the activities of the Society undertaken in furtherance of the public purpose for which the leasehold was granted, the approximate value or cost, if any, of such activities in furtherance of such purpose, and an affirmation of the continued tax exempt status of the Society pursuant to both State and Federal law; and

**WHEREAS**, the 2021 annual report has been submitted as required and placed on file with the Municipal Clerk.

**NOW, THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Bernards that the 2021 Annual Report of the Historical Society of Somerset Hills be acknowledged as submitted and is on file in the Municipal Clerk's office.

Agenda Date and Vote: 02/15/2022

#### **CERTIFICATION**

I hereby certify this is a true and exact copy of a resolution adopted by the Bernards Township Committee on 02/15/2022.

\_\_\_\_\_  
Rhonda Pisano, Municipal Clerk



## **2021 Annual Report**

### **The Historical Society of the Somerset Hills**

**Submitted by Sue Zibelli, Chairman**

#### **Board of Trustees**

Pat Gray	President
Dan Lincoln	Vice President, Historic Preservation & Restoration
Sue Zibelli	Chairman, Website
David Urbani	Treasurer
Cynthia Crosson	Recording Secretary, Grants
Jonathon Booth	Building Maintenance
Florence Hallgring	Advertising
Marcella Miccolis	Affiliations, Calendar, Newsletter, Publications
W. Barry Thomson	Research, Speaker Programs

Throughout 2021, the Board of Trustees comprised of nine active volunteer members. Two Trustees resigned. Two Trustees were added to the Board; the Advisory Trustee converted to full Trustee. The Board convened ten times during 2021.

Because of the COVID restrictions, there were no general membership meetings in 2021. General membership meetings may include business updates, announcements and guest speakers.

The Historical Society of the Somerset Hills (THSSH) is the oldest historical society in the Somerset Hills and surrounding area, in existence for over 90 years. THSSH is a 501 (c) (3) non-profit organization.

## **Executive Summary**

The primary objective of The Historical Society of the Somerset Hills (THSSH) in 2021 was to create cultural opportunities and enrichment for the local community by providing programs and initiatives that inform, educate and foster interest in local history.

- **Education Programs** – Bernards Township and Madison area

Because of the COVID restrictions, Bernards Township Elementary Schools and the Museum of Early Trades and Crafts (METC) did not visit the Brick Academy to participate in early education programs.

- **Research** – Nationwide

Over 30 research requests were addressed by Trustees throughout 2021 via email. Because of the COVID restrictions, the Research Library at the Brick Academy was not open to the public throughout 2021.

- **Museum** – Somerset Hills

The museum reopened to the public the first Sunday of each month. A temporary exhibit was installed on the main floor of the museum - Plaster Models of Grotesques for George B. Post's City College Campus, New York. A video documentary is also available on our website

- **Communications** – Nationwide (membership)

Members received three issues of "*Inside the Brick Academy*" newsletters, along with the annual report.

- **Website and Social Media** – Nationwide

THSSH continued to communicate news and information through their website [www.tshhs.org](http://www.tshhs.org).

- **Programs**

A customized crossword puzzle was created and published as a contest. A holiday membership gathering held at the end of the year featured the film, *The Miracle Worker*.

- **Advocacy**

Bernards Township Mayor, Janice Fields, attended a Board of Trustees meeting where common grounds were identified and ideas for working together were discussed. THSSH participated in the 1770's Lord Stirling Festival, Somerset County's Weekend Journey through the Past, as well as the Bernard's Township Mayor's Fall Festival.

THSSH received a County History Partnership Program (CHPP) grant in the amount of \$4,000 for operating expenses from the Somerset County Cultural & Heritage Commission.

- **Historic Restoration and Preservation**

A Historic Preservation Advisory Committee (HPAC) for Bernards Township was created. Interior painting and electrical upgrades were done at the Brick Academy.

- **Membership** – Nationwide

THSSH membership totaled 160. We welcomed 23 new members in 2021.

- **Donations** – Nationwide

In addition to dues paid in 2021, THSSH received nearly \$4,000 in cash donations. Several artifacts were donated to the museum including a numbered section of the Presbyterian Old Oak Tree.

### **Education**

Print publications available free of charge at the Brick Academy by appointment:

- THSSH Pamphlet – Highlights the history of the Brick Academy, the mission of The Historical Society of the Somerset Hills, ongoing projects, fund raising events, museum hours, and membership information.
- Inside the Brick Academy Newsletter – Published three times a year and mailed to our membership, this newsletter comprises society news, event calendar, and local interest stories.
- Volunteer Brochure – Describes the primary THSSH committees, which include Affiliate Organizations; Archives & Research; Bookstore; Building Maintenance; Clerical; Community Outreach; Education; Fund Raisers; Gardens & Grounds; Hospitality; Membership; Museum; Newsletter; Production; Public Relations; Publicity; Speaker Programs; Website/Social Media

On sale at the Brick Academy is the *Around and About Basking Ridge, Liberty Corner and Lyons* picture book, as well as other history related books.

### **Archives & Research**

THSSH archives is coveted by local and distant researchers who contact THSSH via our website, phone, and mail requesting appointments to conduct local research. The primary information requested is local family and house documents and pictures; historic maps; local historic figures; and buildings.

THSSH received over 30 research requests that were addressed remotely by Trustees.

NOTE: Allowing the use of materials or supplying a “fair use” copy is not an authorization to publish.

Fees for use normally apply to corporations, partnerships, private businesses, and individuals when images are to be used in books, periodicals, films, video productions, advertising, projection, or for direct sales. This includes the display of images in public areas of commercial buildings, restaurants, galleries, the Internet, and retail spaces.

### **Museum**

The Brick Academy serves as a museum of local artifacts and historical information about the towns in the Somerset Hills – Bedminster, Peapack-Gladstone, Far Hills, Bernardsville, and Bernards Township/Basking Ridge, the only one of its kind in the Somerset Hills.

The top floor, restored to an 1890s period schoolroom with an authentic potbelly stove, period schoolroom furniture, and classroom objects, is used for education programs. Along with the 1890s schoolroom display, the top floor displays a timeline of the building; poster images and biographies of important people who had once attended the Classical School of Basking Ridge, the precursor to the

Brick Academy; a schoolwork display case that showcases students' work from the early 1900s; and a bobsled that was used in the township in the early 1900s.

The lower floor, which is mainly used for research and meetings, has on display late 1800/early 1900 maps of the Somerset Hills towns, artifacts from local post offices, and other notable artifacts.

The main floor displays a permanent exhibit: 'What Put Somerset Hills on the Map.' Included in the exhibit are 8" x 10" color photographs of many of the magnificent homes on the Bernardsville Mountain. THSSH has been given the rights to many of the photos for this exhibit by the Turpin Real Estate Agency. In addition to building our library with these important photos, the Museum Committee has been building relationships with many organizations in the Somerset Hills, including Hamilton Farm, Trump National Golf Club, Natirar, Matheny, Meadowbrook Inventions, the USGA, the Jacobus Vanderveer House and Museum, the Farmstead Arts Center, and the Bouodinot-Southard-Ross Estate, to name a few.

A temporary exhibit was installed on the main floor of the museum - Plaster Models of Grotesques for George B. Post's City College Campus, New York. A video documentary is also available on our website.

In the interest of collaborating with other history organizations, the Museum Committee has provided on long-term loan to the Boudinot-Southard-Ross Estate a collection of tools and kitchen utensils.

THSSH museum and archives collections are catalogued, digitized and entered into Rutgers' New Jersey Digital Highway (NJDH), a digital repository that preserves the state's cultural resources and artifacts for use by current and future generations of citizens, educators, researchers and students. Resources are available and maintained 24/7 and maintained in perpetuity. THSSH joins 50 other New Jersey historical organizations participating in NJDH.

### **Website and Social Media**

The Historical Society of the Somerset Hills (THSSH) online:

- Website: [www.tshhs.org](http://www.tshhs.org)
- Facebook: <https://www.facebook.com/somersethills.historicalsociety/>

### **Donations**

- Several artifacts were donated to the Museum.
- In addition to dues paid in 2021, THSSH received nearly \$4,000 in donations.
- Donations and Bequests are received from current and past members and their families.
- Substantial revenue is generated through paid advertisements in the society's newsletter, as well as our bi-annual Holiday House Tour program guide.
- Gift items are sold at the Brick Academy and community events, as well as displayed on our website.
- Non-profit organizations that conduct meetings at the Brick Academy provide a contribution.
- Schoolchildren visitation, area residents, and out-of-town visitors to our museum leave donations in our donation box at the Brick Academy.

### **Brick Academy Utilization**

In addition to our museum, research room, education programs, speaker programs, and community events, the Brick Academy is normally utilized by outside groups for their meetings and programs. The building was utilized by one group in 2021.

### **Advocacy & Affiliations**

The Historical Society is a member of The Somerset County Historical Society, League of Historical Societies of New Jersey, Small Museum Association, and National Trust for Historic Preservation.

Bernards Township Mayor, Janice Fields, attended a Board of Trustees meeting where common grounds were identified and ideas for working together were discussed.

THSSH participated in the 1770's Lord Stirling Festival, Somerset County's Weekend Journey through the Past, as all as the Bernard's Township Mayor's Fall Festival.

THSSH received a County History Partnership Program (CHPP) grant in the amount of \$4,000 for operating expenses from the Somerset County Cultural & Heritage Commission.

### **2022 Outlook**

The Historical Society of the Somerset Hills will continue to pursue its mission to acquire, conserve and share artifacts and information on matters of local historic interest; cultivate interest in local history; partake in community events; encourage the preservation of local historic resources; facilitate historic research; and preserve, operate and interpret the Brick Academy.

- To strengthen and grow the organizational structure of THSSH's Board of Trustees.
- Trustees will be actively engaging current members to volunteer on THSSH committees, as well as for programs and events.
- THSSH will maintain its image as a premier historical society through committee work.
- Programs will be offered that appeal to our members and to the community.
- Our website and social media strategy will continue to share information regarding local events and history in the Somerset Hills.
- THSSH will work toward participating in local and county grant projects, as well as growing sources of income to achieve financial independence.

Respectfully submitted:

*Susan Zibelli*

Susan Zibelli, THSSH Chairman

January 31, 2022



# Resolution of the Township of Bernards

1 Collyer Lane, Basking Ridge, NJ 07920  
908-766-2510; [www.bernards.org](http://www.bernards.org)

## Resolution #2022-0129

Unused Vacation Accrual Due

Patricia Caljean

Tax Assessor's Department

**WHEREAS**, the Township Committee adopted Resolution No. 2022-0066 at their regularly scheduled meeting of January 4, 2022, accepting the Personnel Policies and Procedures that outline guidelines for pay-outs when employees leave the Township's payroll; and

**WHEREAS**, Patricia Caljean's employment terminated on February 8, 2022; and

**WHEREAS**, per the requirements of the Township's Personnel Policy, Patricia Caljean is entitled to a Vacation Time Accrual payment for vacation time as calculated below based on an hourly rate of \$35.32.

	Total Hours Available	Amount Due
Vacation Accrual	41	\$1,448.12

**NOW, THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Bernards that the unused accrued vacation payment be approved and distributed in the next available pay cycle.

Agenda and Date Voted: 02/15/2022

### CFO CERTIFICATION

I, Sean McCarthy, Chief Financial Officer of the Township of Bernards, do hereby certify that there are adequate funds for this expenditure. Funds are available in the Assessor S&W, Line Account #0-01-20-150-101 for an amount not to exceed \$1,448.12.

Sean McCarthy, CFO

Date: February 3, 2022

### CERTIFICATION

I hereby certify this is a true and exact copy of a resolution adopted by the Bernards Township Committee on 02/15/2022.

Rhonda Pisano, Municipal Clerk



# Resolution of the Township of Bernards

1 Collyer Lane, Basking Ridge, NJ 07920  
908-766-2510; [www.bernards.org](http://www.bernards.org)

---

## **Resolution #2022-0130**

Authorizing Purchasing from the Somerset County Co-Op Contract #CC-0054-20  
for Rock Salt (Bulk) at a Cost Not to Exceed \$200,000.00 to Atlantic Salt Inc.

**WHEREAS**, the Township of Bernards wishes to continue to purchase rock salt (bulk) from the lowest responsible bidder under the Somerset County Co-Op # CC-0054-20; and

**WHEREAS**, Somerset County Co-Op awarded a contract to Atlantic Salt Inc., 134 Middle Street, Suite 210., Lowell, MA 01851; and

**WHEREAS**, the Chief Financial Officer has certified that funds will be made available in the 2022 Budget for \$150,000.00 and the line-item appropriation to be charged is #2-01-26-291-266, the balance will be funded out of the Snow Removal Trust account #T-13-56-050-SNR; and

**WHEREAS**, the Township is authorized to make purchases through cooperative and State contracts pursuant to N.J.S.A. 40A:11-10 and 12; and

**WHEREAS**, it is the recommendation of the Director of Public Works and the Purchasing Agent to purchase rock salt (bulk) through the Somerset County Co-Op # CC-0054-20.

**NOW THEREFORE BE IT RESOLVED** by the Township Committee of the Township of Bernards that the Purchasing Agent be authorized to issue purchase orders to Atlantic Salt Inc., 134 Middle Street, Suite 210, Lowell, MA 01851 through December 31, 2022.

Agenda and Date Voted: 02/15/2022

### **EXPLANATORY STATEMENT**

This resolution authorizes the purchase of Rock Salt (bulk) under the Somerset County Co-Op agreement, for use in DPW winter operations.

Date: February 2, 2022

Francis J. Decibus, QPA, RPPO  
Purchasing Agent

### **CHIEF FINANCIAL OFFICERS CERTIFICATION**

I, Sean McCarthy, Chief Financial Officer of the Township of Bernards, hereby certify that adequate funds will be made available in the 2022 Operating budget; Snow Removal, Street and Road materials line account #2-01-26-291-266 for an amount not to exceed \$150,000.00, the balance will be funded out of the Snow Removal Trust account #T-13-56-050-SNR.

Date: February 3, 2022

Sean McCarthy, Chief Financial Officer



**PURCHASING CERTIFICATION**

Adoption will permit the purchase of recurring commodities from noted vendor relative to the day to day operation of the township departments. I hereby certify that I have prepared this resolution and reviewed it for accuracy.



*Francis J. Decibus*  
*For Purchasing Cert.*

Date: February 2, 2022

Francis J. Decibus, QPA, RPPO Purchasing Agent

**CERTIFICATION**

**I hereby certify this is a true and exact copy of a resolution adopted by the Bernards Township Committee on 02/15/2022.**

\_\_\_\_\_  
**Rhonda Pisano, Municipal Clerk**



# Resolution of the Township of Bernards

1 Collyer Lane, Basking Ridge, NJ 07920  
908-766-2510; [www.bernards.org](http://www.bernards.org)

---

## **Resolution #2022-0131**

Appointment of Municipal Court Judge - Bedminster Township, Borough of Peapack and Gladstone,  
Borough of Bernardsville, and Bernards Township Shared Municipal Court  
Honorable Katherine E. Howes, Esq.

**WHEREAS**, the position of Judge is a statutory position, pursuant to N.J.S. A. 2B:12-4; and

**WHEREAS**, Bernards Township appointed Katherine E. Howes effective 03/21/2019 to a three-year term as the Municipal Court Judge, expiring 03/21/2022; and

**WHEREAS**, the Bedminster Township, Borough of Peapack and Gladstone, Borough of Bernardsville and the Bernards Township reviewed their needs, resources and personnel and found that they could assist each other at considerable savings to the taxpayers of each municipality by establishing and operating a shared municipal court; and

**WHEREAS**, the Township Committee of the Township of Bernards found it to be in the best interest of the Township and its residents to entered into a Shared Services Agreement on 06/01/2020, amended 07/14/2020 and commencing on or about 08/01/2022 with the Borough of Peapack-Gladstone, Borough of Bernardsville, and Bedminster Township for the establishment and operation of a shared municipal court; and

**WHEREAS**, there is a need for re-appointment of the Municipal Judge by Bernards Township for the Bedminster Township, Borough of Peapack and Gladstone, Borough of Bernardsville, and Bernards Township Shared Municipal Court; and

**WHEREAS**, the Shared Municipal Court Services Advisory Committee recommends the following appointment to the position of Municipal Judge to the Shared Court.

**NOW THEREFORE, BE IT RESOLVED**, that the Mayor and Township Committee do hereby approve the appointment of Municipal Judge Katherine E. Howes, Esq. from 03/22/2022 – 12/31/2023 for the Bedminster Township, Borough of Peapack and Gladstone, Borough of Bernardsville, Township of Bernards Shared Municipal Court.

Agenda and Date Voted: 02/15/2022

### **CERTIFICATION**

I hereby certify this is a true and exact copy of a resolution adopted  
by the Bernards Township Committee on 02/15/2022.

\_\_\_\_\_  
Rhonda Pisano, Municipal Clerk



# Resolution of the Township of Bernards

1 Collyer Lane, Basking Ridge, NJ 07920  
908-766-2510; [www.bernards.org](http://www.bernards.org)

---

## **Resolution #2022-0132**

Resolution Authorizing Bernards Township to Enter into a Shared Services Agreement with the Bernards Township Board of Education for the Provision of Engineering and Bidding Services to the Board of Education for Certain Infrastructure Repair and Maintenance Projects

**WHEREAS**, the Township of Bernards and the Bernards Township Board of Education (“BOE”) have reviewed their needs, resources and personnel and have found that they can assist each other at considerable savings to the taxpayers of the Township of Bernards; and

**WHEREAS**, the Township and the BOE wish to enter into an agreement for the exchange of services, completion of site work and various other opportunities such as the Township providing design and engineering services, preparing projects for public bidding, and managing the project work; and

**WHEREAS**, the Township and the BOE are authorized to enter into this Shared Services Agreement pursuant to the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1, *et seq.*; and

**WHEREAS**, the Township and the BOE have negotiated a Shared Services Agreement, which is attached hereto and made a part hereof; and

**WHEREAS**, the Shared Services Agreement has been reviewed by the Township Attorney, and the Township’s insurance provider, along with representatives of the BOE; and

**WHEREAS**, the Township finds it to be in the best interest of the residents of the Township to enter this Shared Services Agreement for the exchange of services, and the Township provision of design and engineering services, preparation of projects for public bidding, and management of the project work as set forth in the Shared Services Agreement.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Bernards, in the County of Somerset, and the State of New Jersey that the Shared Services Agreement with the BOE in the form attached hereto is hereby approved; and

**BE IT FURTHER RESOLVED** that the Mayor and Township Clerk are hereby authorized to execute the Shared Services Agreement with the BOE in the form attached hereto; and

**BE IT FINALLY RESOLVED** that this Resolution shall take effect pursuant to law upon the adoption of the appropriate mechanism approving the Shared Services Agreement adopted by the BOE.

Agenda and Date Voted: 02/15/2022

### **EXPLANATORY STATEMENT:**

This shared services agreement reduces costs for the Board of Education by providing engineering and bidding services for certain capital infrastructure projects.

Dated: 2/15/22

Thomas Timko, P.E., C.M.E., Township Engineer

### **CERTIFICATION**

I hereby certify this is a true and exact copy of a resolution adopted by the Bernards Township Committee on 02/15/2022.

\_\_\_\_\_  
Rhonda Pisano, Municipal Clerk



# Resolution of the Township of Bernards

1 Collyer Lane, Basking Ridge, NJ 07920  
908-766-2510; [www.bernards.org](http://www.bernards.org)

---

**Resolution #2022-0136**  
Personnel Appointment  
Zachay Whitmore – Truck Driver – Public Works Department

**WHEREAS**, the full time Truck Driver position became vacant due to a promotion; and

**WHEREAS**, the Township Administrator and Human Resources Officer have deemed it necessary to fill this position; and

**WHEREAS**, Zachay Whitmore has applied for and is qualified to fill said position; and

**WHEREAS**, the Township Administrator and Human Resources Officer recommend appointment of Zachay Whitmore to full time Truck Driver.

**NOW, THEREFORE BE IT RESOLVED** by the Township Committee of the Township of Bernards that Zachay Whitmore be appointed full-time Truck Driver with a promotion date of Wednesday, February 16, 2022, at an hourly rate of \$21.07 for a 40-hour work week.

Agenda and Date Voted: 02/15/2022

**CERTIFICATION**

I hereby certify this is a true and exact copy of a resolution adopted by the Bernards Township Committee on 02/15/2022.

\_\_\_\_\_  
Rhonda Pisano, Municipal Clerk

**EXPLANATORY STATEMENT**

The Truck Driver position became available due to a promotion in the Public Works Department. The position was approved and advertised as per Township policy. Zachay Whitmore applied for the position and is qualified to fill said position. Mr. Whitmore has worked for the Bernards Township Department of Public Works since 2016.

Emily Kesselmeier, HRO



# Resolution of the Township of Bernards

1 Collyer Lane, Basking Ridge, NJ 07920  
908-766-2510; [www.bernards.org](http://www.bernards.org)

---

## **Resolution #2022-0137**

Approval of Special Event Permit and Temporary Street Closure  
CompuScore Services LLC – Spring Distance Classic 15K and 5K Races – 03/22/2022

**WHEREAS**, Staci Lymperopoulos, representing CompuScore Services LLC, 1710 Patrick Place Wall, NJ 07719 “the applicant,” has requested a special event permit for 03/22/2022, from 9:00 AM to 1:00 PM for the purpose of holding the Great Distance Classic 15K and 5K Races; and

**WHEREAS**, in connection with the special event, the applicant has requested that Lord Stirling Road for the entire length be temporarily closed; and

**WHEREAS**, the applicant has satisfied the requirements of the Revised General Ordinances of the Township of Bernards § 4-4. et. seq.; and

**WHEREAS**, the Municipal Clerk, Police Chief, Parks & Recreation Director, and DPW Director and have reviewed the application and find it complete and recommend a condition of approval that the applicant hire two off-duty police officers to be billed directly by the police department.

**NOW, THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Bernards that the request for the temporary street closure and special event permit is hereby approved with the condition of approval as noted above.

Agenda Date and Vote: 02/15/2022

### **CERTIFICATION**

I hereby certify this is a true and exact copy of a resolution adopted by the Bernards Township Committee on 02/15/2022.

\_\_\_\_\_  
Rhonda Pisano, Municipal Clerk



# Resolution of the Township of Bernards

1 Collyer Lane, Basking Ridge, NJ 07920  
908-766-2510; [www.bernards.org](http://www.bernards.org)

---

## **Resolution #2022-0138**

Acceptance of Bernards Township Shade Tree Commission Annual Report,  
NJUCF Annual Accomplishment Report, and  
Application for Tree City USA Recertification

**WHEREAS**, pursuant to § 2-17.4b. of the Revised General Ordinances of the Township of Bernards, the Shade Tree Commission shall make an annual report to the Township Committee; and

**WHEREAS**, the Shade Tree Commission submits their annual report pursuant to this requirement and is on file in the office of the Municipal Clerk; and

**WHEREAS**, the Shade Tree Commission submits the NJUCF Annual Accomplishment Report and Application for Tree City USA Recertification and is on file in the office of the Municipal Clerk.

**NOW, THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Bernards, that the following reports and application be accepted.

Agenda and Date Voted: 02/15/2022

### **CERTIFICATION**

I hereby certify this is a true and exact copy of a resolution adopted  
by the Bernards Township Committee on 02/15/2022.

\_\_\_\_\_  
Rhonda Pisano, Municipal Clerk

### Community Forestry Program Administration

- As of December 2021, the Bernards Township STC was comprised of a nine-member volunteer body with seven regular commissioners appointed by the Bernards Township Committee as well as a part-time secretary and liaisons from the Township Committee and the Department of Public Works (DPW). We are pleased to count among our commissioners in 2021 a New Jersey certified tree expert, a forestry expert with B.S degrees in botany and forestry and a biologist with a forest ecology B.S degree.

### Training and Professional Development

- As of December 31, 2021, seven commissioners, one alternate and one DPW township employee were CORE-trained.
- Three STC commissioners earned a total of 25 CEU credits in 2021.
- One commissioner attended the 2021 Tree City Virtual Conference in Feb.
- Four commissioners attended the NJ Invasive Species Strike Team Annual Conference in October.
- One commissioner attended the online Partners in Community Forestry in October.
- One commissioner attended the 2021 Shade Tree Federation annual meeting in October.

### Public Education/Awareness/Outreach

- Bernards Township commemorated Arbor Day on April 30, 2021. The Bernards Township Committee Arbor Day Resolution was posted on the town website.
- The annual tree give-away was held on May 1, 2021 at Pleasant Valley Park. Over 200 native tree seedlings were distributed.
- Since Bernards Township Charter Day was cancelled this year the STC did not have its usual booth in May 2021. We plan to participate in the next Charter Day activities.
- We continue to update the STC section of the Bernards Township website with news and information helpful to township residents. Posted documents included:
  - a. [Community Forestry Plan 2018-2022;](#)
  - b. [2021 Arbor Day Resolution](#)
  - c. [Tree City USA designation](#)
  - d. [Care For Your New Tree!](#)

e. [10 Informative Tree Articles](#)

Statement of Tree Budget

The 2021 STC budget consisted of (1) direct township funding; (2) an allocated portion of the DPW budget or expenses related to tree maintenance and cleanup on property under its jurisdiction; (3) fees assessed against developers and earmarked for planting trees under the direction of the STC and/or Township DPW; and (4) mandatory tree planting expenses incurred by developers and property owners in satisfaction of Bernards Township zoning requirements.

Plan Implementation

Our 4<sup>th</sup> Community Forestry Assistance Act Five Year Plan, approved by the New Jersey Department of Forestry in March 2018, provided the roadmap for STC activities in 2020.

- The STC filed an application to renew Tree City USA status for 2021. If approved, 2021 will mark our 17<sup>th</sup> consecutive year of Tree City USA status.
- In April trees were planted at The Liberty Corner Firehouse and behind the new playground at Liberty Corner School.
- The NJ Urban and Community Forestry Program extended its approval of our current Community Forestry Management Plan for five years. Our plan expiration date is now December 31, 2027.
- The STC will continue to work with the Parks and Recreation Committee to enhance our township parks and facilities and provide sustainable tree resources. Our focus in 2022 will be to continue ash tree identification and removal in the parks and other public spaces under township jurisdiction.





## New Jersey Urban and Community Forestry Program Annual Accomplishment Report

### Municipal Information

1. Reporting on year:

2021

2. Date of Report Submission

02/21/2022

3. Municipality:

Somerset | Bernards Township | 1802

4. Primary Program Contact

Judy O'Connell

Title

Shade Tree Commission Secretary

Organization

Bernards Township Shade Tree Commission

Phone number

908-204-3063

Email

joconnell@bernards.org

Address

1 Collyer Lane  
Basking Ridge, NJ 07920



### General Information

5. Does your community have a tree care professional on staff (employed or retained) e.g. Licensed Tree Expert, Cert. Arborist, Forester

Yes, retain

Other

6. Does your community have a tree inventory?

Partial

7. Have you submitted your Tree City USA Application?

Visit Tree City USA Page: <https://www.arboday.org/programs/treecityusa/>

(Most of the information you supply in this report can be used for your Tree City USA application)

Yes



Urban and Community Forestry Program Administration

8. Municipal/County Department responsible for tree management

Department of Public Works

Department Manager Name

Ryan Wallace

Phone

908-204-2508

Email

rwallace@bernards.org

9. Name of Tree Advocacy Board (committee/commission/board)

Bernards Township Shade Tree Commission

Tree Advocacy Board Chair Name

Randy Santoro

Phone

908-766-9709

Email

randysantoro@gmail.com



### Community Tree Ordinance

10. Do you have an ordinance related to:

Tree Planting	No	<input type="button" value="v"/>
Tree Protection	Yes	<input type="button" value="v"/>
Establishing a Committee or Commission	Yes	<input type="button" value="v"/>
Enabling Ordinance	Yes	<input type="button" value="v"/>
Tree replacement/no net loss	Yes	<input type="button" value="v"/>
Tree Removal	Yes	<input type="button" value="v"/>
Tree Pruning	No	<input type="button" value="v"/>

Other

Other

Other

11. Have you reviewed your NJUCF Accreditation Status for the current year?

<https://www.nj.gov/dep/parksandforests/forest/urbanandcommunity/accreditation.html>

Yes	<input type="button" value="v"/>
-----	----------------------------------



## Statement of Tree Budget

12.		CFMP Budget (this should be what your estimated budget for this reporting year is in your CFMP)	Reporting Year Actual (this should be the expenditures for this reporting year)
<b>Administration</b>	Municipal Salaries	\$ 36,294.00	\$ 36,294.00
	Fringe	\$ 12,705.00	\$ 12,705.00
	Indirect Costs		
	Volunteer Contribution (Rate can be found at <a href="http://www.independentsector.org">www.independentsector.org</a> )	\$ 18,000.00	\$ 17,153.00
	Other		
Subtotal		\$ 66,999.00	\$ 66,152.00
<b>UCF Stewardship</b>	Planting	\$ 6,500.00	\$ 3,950.00
	Pruning		
	Removal	\$ 78,500.00	\$ 99,440.00
	Stump Removal		
	Leaf Collection		
	Insect/Disease Management		
	Emerald Ash Borer Management		
	Other		
Subtotal		\$ 85,000.00	\$ 103,390.00
<b>Education and Outreach</b>	Training And Education (Mun +County Employee)		
	Training and education (Volunteer)	\$ 2,350.00	\$ 1,172.80
	Public Outreach	\$ 450.00	\$ 15.68
	Other	\$ 980.00	\$ 145.00
Subtotal		\$ 3,780.00	\$ 1,333.48
<b>Total</b>		<b>\$ 155,779.00</b>	<b>\$ 170,875.48</b>

For your Tree City USA Application Budget:

(enter the totals provided here into your Tree City USA Online Application: <https://www.arborday.org/programs/treecityusa/>)

Tree Planting and Initial Care	\$ 3,950.00
Tree Maintenance	\$ 0.00
Removals	\$ 99,440.00
Management	\$ 50,332.48
Volunteer Contribution	\$ 17,153.00



### Arbor Day Event

13. Did your community celebrate Arbor Day this year?

Yes

14. Date of Arbor Day Event

05/01/2021

15. Describe your Arbor Day Event:

- \* What type of event was it?
- \* Who hosted the event?
- \* Who attended the event?
- \* What was your role?
- \* Where was it held?
- \* How did it go?

The Shade Tree Commissioners did not participate in in-person celebrations of Arbor Day at the schools due to COVID-19 restrictions. The Bernards Township Committee Arbor Day Resolution was posted on the town website. The annual tree give-away was held on May 1, 2021. On that day the STC distributed native trees at a drive-up only event held at Pleasant Valley Park honoring Arbor Day. Over 200 trees were given away in less than 2 hours. The residents were enthusiastic and grateful for the trees.



### Training and Education

16. Were your community's urban and community forestry training and education needs adequately addressed for both employees and volunteers?

Yes

17. What was the best class or training for your municipal employees and/or volunteers in the last year:

Core Training

18. Provide any feedback or suggestions for improvement for the NJUCF training and education program:

We consider Core Training as essential, so all our commissioners are Core Trained. Some commissioners appreciated the online CORE training. One commissioner would prefer in-person CORE training.

19. Describe the programs you have implemented to educate and engage the public with your local urban and community forestry program this year:

Tree related information is posted regularly on the Bernards Township website by the Shade Tree Commission. Other than the annual tree give-away, in-person events were not held due to COVID-19 restrictions. We hope to hold these events in 2022.



Please compare CFMP section 9-Statement of Plan Implementation objectives for 2021 and your actual accomplishments for 2021.

Examples: *CFMP Timeline Objective-Conduct Street Tree Inventory*  
*Accomplished this Year-Inventory started, but not yet complete*

20. CFMP Timeline vs. This year actual

CFMP Timeline Objective

Accomplished this Year:

CFMP Timeline vs. This year actual

CFMP Timeline Objective

Accomplished this Year:

CFMP Timeline vs. This year actual

CFMP Timeline Objective

Accomplished this Year:

CFMP Timeline vs. This year actual

CFMP Timeline Objective

Accomplished this Year:

21. Does your community utilize urban wood?

Wood chips or mulch

Firewood

Lumber

Whole logs

Compost

Other





### Highlights and Comments

22. Please provide one local urban and community forestry program highlight from the past year:

Attach pictures to this report *(any photos submitted may be used by NJUCF for promotional purposes)*

Our annual tree give-away was held this year on May 1, 2021. We distributed native trees at a drive-up only event held at Pleasant Valley Park to celebrate Arbor Day.

23. Please provide any comments or suggestions for the NJUCF program:

The recorded sessions from the 2021 NJ Shade Tree Federation Conference were very useful for commissioners that could not attend in person this year. Please continue providing recorded sessions for all NJUCF presentations and conferences. Also, please consider having real-time virtual participation along with the in-person option for future conferences.

### **ELECTRONIC SUBMISSIONS ONLY:**

Please send the Annual Accomplishment Report to Emily Farschon  
Emily.Farschon@dep.nj.gov

24. I hereby certify as the Shade Tree Representative, that the information in this report was shared with our Mayor and/or Governing Body and that the NJUCF Accreditation Status for my community is up to date.

Signature:

Print Name:	Title:	Date:
James Baldassare, Jr.	Mayor	02/15/2022



## Submission Form 2021

- If you are seeking to apply for Tree City USA recognition, continue with the application below.
- Tree City USA provides national recognition for New Jersey communities and access to resources, networks, and funding to support urban forestry work.
- Please note: This application does not contribute toward earning your NJ Urban and Community Forestry Program (NJUCF) Accreditation. However, the information in your community's [NJUCF Accreditation Annual Accomplishment Report](#) can help you complete your Tree City USA application below. For more information on the NJUCF Accreditation Program, [click here](#).

### **What category best describes your community?\***

Town (Township)

### **Mayor or Equivalent Information**

Mayor Name: James Baldassare, Jr.

Professional Title: Mayor

Mayors Address

1 Collyer Lane Basking Ridge, NJ 07920 United States

Email Address: [jbaldassare@bernards.org](mailto:jbaldassare@bernards.org)

Phone Number: +1 (908) 204-3001

### **City Forestry Contact**

**(This is the person from your community we will be reaching out to if we have any questions about the application.)**

City Forestry Contact's Name: Judy O'Connell

Professional Title: Treasurer

## **\*Shipping Address for Recognition Materials**

1 Collyer Lane Basking Ridge, NJ 07920 United States

City Forestry Contact's Email Address: joconnell@bernards.org

Phone Number: +1 (908) 204-3063

## **Standard 1 - A Tree Board or Department**

### **Select which best describes your community**

Community has a Tree Board Only

### **Tree Board Meeting Frequency**

Monthly

## **Chairperson**

Chairperson's Name: Randy Santoro

Professional Title: Chair - Shade Tree Commission

Chairperson's Address

1 Collyer Lane Basking Ridge, NJ 07920United States

Email Address: randysantoro@gmail.com

Phone Number: +1 (908) 766-9709

## **Standard 2 - A Community Tree Ordinance**

Date current tree ordinance was established: 5/98

### **Our ordinance below\***

Uploaded files have not changed

## **\* Attach File**

Each applicant is required to upload their community's current tree ordinance.

Attachments

**Name**

**Created Date**

STC Ordinance SECTION 2.pdf Jan 8, 2022 11:01:16 AM CST

## TCUSA Standard 3 - A community forestry program with an annual budget of at least \$2 per capita

### \* Community Population

### \* Tree Planting and Initial Care

Include cost of tree purchases, labor and equipment for planting, planting materials, stakes, wrapping, watering, mulching, competition control, etc.

### \* Tree Maintenance

Include pruning, insect and disease management, fertilization, watering, etc.

### \* Tree Removal

Include cost of equipment, supplies, labor, etc.

### \* Management

Include public education, professional training, memberships, salaries, street and park tree inventory.

### Utility Line Clearance

(If allowed by your state coordinator).

### \* Volunteer Time

Number of volunteer hours and other contributions from civic organizations.

### Other

Include any other expenses not mentioned.

**TOTAL Expenditure Per Capita: 6.14**

**TOTAL Expenditures: 170979.54**

## Community Tree Management Statistics

Please include only whole numbers below.

Number of Trees Planted

Number of Trees Pruned

Number of Trees Removed

*Annual work plan (if required by your state).*

BT Workplan 2021 Bernards Township Workplan for year 2021 Jan 8, 2022 11:32:13 AM CST

## **Standard 4 - An Arbor Day Observance and Proclamation**

Date observance was held: 4/24/20

*Attach Your Signed Arbor Day Proclamation*

2021 BT Arbor Day	Arbor Day Resolution passed by Bernards Township	Jan 8, 2022 11:23:52
Resolution	Committee on 03/23/2021.	AM CST

*Supplemental files*

This can be a program from your Arbor Day events, photos, or press releases.

Attachments

<b>Name</b>	<b>Created Date</b>
Arbor Day Photo Contest	Jan 18, 2022 1:30:29 PM CST
Arbor Day Tree Giveaway Press Release	

## **Questions**

### **What is something that has changed in your community as a result of earning Tree City USA recognition?**

The Shade Tree Commission's page on the town website proudly notes that Bernards Township has received Tree City USA recognition and explains the necessary standards. Visitors to our website can read this explanation and the press release from the National Arbor Day Foundation to learn about our township's commitment to trees. The Tree City USA road signs in our township are in prominent locations on our busiest roads. The signs and their annual stickers provide awareness in our community and declare to anyone passing through our township that trees are important to life in Bernards. As a Tree City USA honoree, we observe Arbor Day annually with numerous activities. In addition to the Arbor Day declaration from the Township Committee, our Arbor Day distribution of free saplings to residents has been very popular. We also work with the local grade schools to celebrate Arbor Day during creative tree related student programs. Students write poems, perform skits and share readings on trees. Teachers use Arbor Day as an opportunity to discuss trees and their importance to the entire ecosystem. When possible, the Shade Tree Commissioners go to the schools and distribute seedlings for students to take home and plant in their yards as part of their Arbor Day celebration. This activity and our free sapling distribution touch students and their families in April and for many years afterward.

**Through which, if any, professional networks or organizations do you receive information or education that is useful to your job?**

New Jersey Shade Tree Federation

New Jersey Highlands Coalition

Alliance for Community Trees/Partners in Community Forestry - Arbor Day Foundation

Sustainable Urban Forests Coalition

Friends of Hopewell Valley Open Space Invasive Species Strike Team

## **Signature Form**

**\* Before you print off your signature form, all sections of the application must be complete.**

**To finalize your application, you will need to obtain a signature of your mayor or top city official. Your application requires the appropriate signature to be complete.**



# Resolution of the Township of Bernards

1 Collyer Lane, Basking Ridge, NJ 07920  
908-766-2510; [www.bernards.org](http://www.bernards.org)

## **Resolution #2022-0139**

Authorizing a Waiver to the Township's Noise Ordinance  
to Algonquin Gas Transmission LLC  
for Maintenance Work on the Interstate Gas Pipeline in South Finley Avenue and Collyer Lane

**WHEREAS**, Algonquin Gas Transmission, LLC ("Algonquin") needs to perform maintenance work on a portion of its pipeline in and adjacent to South Finley Avenue and Collyer Lane during the night hours of 7 PM to 5 AM, beginning on or about July 1, 2022, and to be completed in August of 2022; and

**WHEREAS**, the night work will address overall traffic concerns and will allow Algonquin to shorten the overall duration of its maintenance project; and

**WHEREAS**, a waiver of the Township's noise ordinance is required for night work; and

**WHEREAS**, Algonquin has requested a waiver from the Township's Noise Ordinance, §3-9 of the Revised General Ordinances of the Township; and

**WHEREAS**, daytime detour of South Finley Avenue will cause significant traffic congestion.

**NOW THEREFORE BE IT RESOLVED**, that the Township Committee of the Township of Bernards hereby expresses support for the project and grants the request for a waiver of the Township's Noise Ordinance with the following stipulations:

1. The detour will not start until 7 PM and the road shall be swept with a vacuum street sweeper, not a power broom, and open to traffic at 5 AM.
2. Suitable detour plans must be approved by the Township Engineer and Chief of Police.
3. No construction activities shall be permitted on Saturday nights into Sunday, Sunday nights into Monday, or Holidays.
4. All areas along the project route shall be kept neat and clean during the course of construction and equipment and materials shall remain in the staging area until used.
5. All material and equipment staging areas shall be approved by the Township prior to the start of construction activities.
6. Bernards Township Engineering Permits must be obtained for any excavation or disturbance of Township roadways, and restoration requirements shall be per ordinance or as directed by the Township.
7. Residents will be notified daily of the next day's impact to their properties. Resident access will be maintained at all times except when the work requires blocking of the driveway.
8. Noise shall be kept to a minimum, with noisiest activities occurring earlier whenever possible, and construction workers shall conduct themselves appropriately.
9. Any violations of these stipulations shall result in immediate suspension of the work and revocation of this waiver at the discretion of the Township.

Agenda and Date Voted: 02/15/2022

### **CERTIFICATION**

**I hereby certify this is a true and exact copy of a resolution adopted by the Bernards Township Committee on 02/15/2022.**

\_\_\_\_\_  
**Rhonda Pisano, Municipal Clerk**

### **EXPLANATORY STATEMENT**

Algonquin requested a waiver from the noise ordinance for the maintenance work on a portion of its pipeline on South Finley Avenue and Collyer Lane. Due to the location, the Police Department has determined night work is necessary to avoid prolonged traffic impacts in this area of town if the road were closed during the day.

Date: 02/07/2022

Thomas Timko, P.E., C.M.E.  
Township Engineer



# Resolution of the Township of Bernards

1 Collyer Lane, Basking Ridge, NJ 07920  
908-766-2510; [www.bernards.org](http://www.bernards.org)

---

## **Resolution #2022-0140**

### **Personnel Appointment**

**Tyler Ostrander – Laborer – Department of Public Works**

**WHEREAS**, a full time Laborer position became available due to a promotion; and

**WHEREAS**, the Supervisor of Public Works, Township Administrator, Chief Financial Officer and Human Resources Officer have deemed it necessary to fill this position; and

**WHEREAS**, Tyler Ostrander has applied for and is qualified to fill said position; and

**WHEREAS**, the Supervisor of Public Works, Township Administrator, Chief Financial Officer and Human Resources Officer recommend appointment of Tyler Ostrander to full time Laborer.

**NOW, THEREFORE BE IT RESOLVED** by the Township Committee of the Township of Bernards, that Tyler Ostrander be appointed full time Laborer with a hire date of Tuesday, February 22, 2022, at an hourly rate of \$15.09 for a 40-hour work week.

Agenda and Date Voted: 02/15/2022

#### **CERTIFICATION**

**I hereby certify this is a true and exact copy of a resolution adopted by the Bernards Township Committee on 02/15/2022.**

\_\_\_\_\_  
**Rhonda Pisano, Municipal Clerk**

#### **EXPLANATORY STATEMENT**

A Laborer position became available due to a promotion within the Department of Public Works. The position was posted and advertised according to township policy. Tyler Ostrander applied for the position and is qualified to fill said position. Mr. Ostrander comes to Bernards Township with experience in landscaping.

Carol Ackerman, HR Generalist





# Resolution of the Township of Bernards

1 Collyer Lane, Basking Ridge, NJ 07920  
908-766-2510; [www.bernards.org](http://www.bernards.org)

---

## **Resolution #2022-0141**

### **Personnel Appointment**

**Collin Herbert – Civil Engineering Technician – Engineering**

**WHEREAS**, the Civil Engineering Technician position became available due to a vacancy; and

**WHEREAS**, the Township Engineer, Township Administrator, Chief Financial Officer and Human Resources Officer have deemed it necessary to fill this position; and

**WHEREAS**, Collin Herbert has applied for and is qualified to fill said position; and

**WHEREAS**, the Township Engineer, Township Administrator, Chief Financial Officer and Human Resources Officer recommend appointment of Collin Herbert to the position of Civil Engineering Technician.

**NOW, THEREFORE BE IT RESOLVED** by the Township Committee of the Township of Bernards, that Collin Herbert be appointed Civil Engineering Technician with a start date of March 7, 2022, at an hourly rate of \$28.00 for a 40-hour work week.

Agenda and Date Voted: 02/15/2022

#### **CERTIFICATION**

**I hereby certify this is a true and exact copy of a resolution adopted by the Bernards Township Committee on 02/15/2022.**

\_\_\_\_\_  
**Rhonda Pisano, Municipal Clerk**

#### **EXPLANATORY STATEMENT**

An opening occurred for the Civil Engineering Technician position due to a vacancy. The position was approved and advertised per Township policy. Collin Herbert applied for the position and is qualified to fill said position. Mr. Herbert comes to Bernards Township with an associate degree in Science and additional coursework in engineering. He also has experience working in the field of civil engineering.

Carol Ackerman, HR Generalist



# Resolution of the Township of Bernards

1 Collyer Lane, Basking Ridge, NJ 07920  
908-766-2510; [www.bernards.org](http://www.bernards.org)

---

**Resolution #2022-0143**  
**Personnel Appointment**  
**Vincent Griseto – Part-Time Field Inspector– Tax Assessor**

**WHEREAS**, the Tax Assessor’s Office requires a part-time Field Inspector; and

**WHEREAS**, the Tax Assessor, Township Administrator, Chief Financial Officer and Human Resources Officer have deemed it necessary to fill this position; and

**WHEREAS**, Vincent Griseto has applied for and is qualified to fill said position; and

**WHEREAS**, the Tax Assessor, Township Administrator, Chief Financial Officer and Human Resources Officer recommend appointment of Vincent Griseto to part-time Field Inspector.

**NOW, THEREFORE BE IT RESOLVED** by the Township Committee of the Township of Bernards, that Vincent Griseto be appointed part-time Field Inspector with a hire date of Monday, February 28, 2022, at an hourly rate of \$19.50 for a 29-hour work week.

Agenda and Date Voted: 02/15/2022

**CERTIFICATION**

**I hereby certify this is a true and exact copy of a resolution adopted by the Bernards Township Committee on 02/15/2022.**

\_\_\_\_\_  
**Rhonda Pisano, Municipal Clerk**

**EXPLANATORY STATEMENT**

The part-time Field Inspector position became available within the Tax Assessor’s Office. The position was posted and advertised according to township policy. Vincent Griseto applied for the position and is qualified to fill said position. Mr. Griseto has been working with the Tax Assessor’s Office as a temporary field inspector since November 2021.

Emily Kesselmeyer, HRO



# Resolution of the Township of Bernards

1 Collyer Lane, Basking Ridge, NJ 07920  
908-766-2510; [www.bernards.org](http://www.bernards.org)

## Resolution #2022-0146

Authorizing Purchasing from Somerset County Co-Op Pricing System Contract #CC-0037-21 for Red Dyed #2 Diesel Fuel, (Ultra Low Sulfur Diesel), Red Dyed Winter Blend Diesel and Fuel Oil Awarded to National Fuel Oil  
In the Amount Not to Exceed \$150,000

**WHEREAS**, the Township of Bernards wishes to continue to purchase petroleum products from the lowest responsible bidder under the Somerset County Co-Op Pricing System; and

**WHEREAS**, the Somerset County Co-Op Pricing System awarded a contract to National Fuel Oil, 175 Orange Street, Newark, NJ 07103 for petroleum products; and

**WHEREAS**, the Chief Financial Officer has certified that funds are requested in the 2022 budget for \$150,000.00 and the line-item appropriation to be charged is #2-01-31-430-G01. Additional purchases may be required for a total not to exceed amount of \$210,000 to be reimbursed by organizations participating in our Interlocal Agreements; and

**WHEREAS**, the Township is authorized to make purchases through cooperative and state contracts pursuant to N.J.S.A. 40A:11-10 and -12; and

**WHEREAS**, it is the recommendation of the Director of Public Works and the Purchasing Agent to purchase these petroleum products through the New Jersey State Cooperative Agreement and Somerset County Co-Op Pricing System.

**NOW THEREFORE BE IT RESOLVED** by the Township Committee of the Township of Bernards that the Purchasing Agent be authorized to issue purchase orders to National Fuel Oil, 175 Orange Street, Newark, NJ 07103 through December 31, 2022.

Agenda and Date Voted: February 15, 2022

### EXPLANATORY STATEMENT

This resolution authorizes the purchase of petroleum products (gasoline and diesel under the Somerset County Co-Op) for use by the Township fleet, as well as, the following Interlocal agreement partners: Basking Ridge Fire Company, Bernards Township Board of Education, Liberty Corner Fire Company, Liberty Corner First Aid, Somerset County Educational Services Commission, Long Hill Public Works, Long Hill Police, Long Hill Emergency Services, and Long Hill Board of Education.

Date: February 3, 2022

Francis J. Decibus, QPA

### CHIEF FINANCIAL OFFICER CERTIFICATION

I, Sean McCarthy, Chief Financial Officer of the Township of Bernards, hereby certify that adequate funds will be made available pending final adoption of the 2022 budget for the above referenced purchase in the amount not to exceed \$210,000.00 Monies will be made available in the Utilities O/E account line item #1-01-31-430-G01 for \$150,000.00 and through reimbursements received from the following Interlocal agreement partners: Basking Ridge Fire Company, Bernards Township Board of Education, Liberty Corner Fire Company, Liberty Corner First Aid, Somerset County Educational Services Commission, Long Hill Public Works, Long Hill Police, Long Hill Emergency Services, and Long Hill Board of Education.

Date: February 10, 2022

Sean McCarthy, Chief Financial Officer

### PURCHASING CERTIFICATION

Adoption will permit the purchase of recurring commodities from noted vendor relative to the day to day operation of the township departments. I hereby certify that I have prepared this resolution and reviewed it for accuracy.

Date: February 3, 2022

Francis J. Decibus, QPA, RPPO  
Purchasing Agent

### CERTIFICATION

I hereby certify this is a true and exact copy of a resolution adopted by the Bernards Township Committee on 02/15/2022.

Rhonda Pisano, Municipal Clerk



# Resolution of the Township of Bernards

1 Collyer Lane, Basking Ridge, NJ 07920  
908-766-2510; [www.bernards.org](http://www.bernards.org)

---

## **Resolution #2022-0147**

Authorizing Purchasing from NJ State Contract T-0083 (19-Fleet-00978) for Unleaded Gasoline  
Awarded to Griffith-Allied Trucking, LLC  
In the Amount Not to Exceed \$200,000.00

**WHEREAS**, the Township of Bernards wishes to continue to purchase petroleum products from the lowest responsible bidder under the New Jersey State Cooperative Agreements; and

**WHEREAS**, the New Jersey State Cooperative awarded a contract to Griffith-Allied Trucking, LLC, 25 Old Camplain Road, Hillsborough, NJ 08844 for petroleum products; and

**WHEREAS**, the Chief Financial Officer has certified that funds are requested in the 2022 budget for \$,000.00 and the line item appropriation to be charged is #2-01-31-430-G01. Additional purchases may be required for a total not to exceed amount of \$300,000 to be reimbursed by organizations participating in our Interlocal Agreements; and

**WHEREAS**, the Township is authorized to make purchases through cooperative and state contracts pursuant to N.J.S.A. 40A:11-10 and -12; and

**WHEREAS**, it is the recommendation of the Director of Public Works and the Purchasing Agent to purchase petroleum products through the New Jersey State Cooperative Agreement.

**NOW THEREFORE BE IT RESOLVED** by the Township Committee of the Township of Bernards that the Purchasing Agent be authorized to issue purchase orders to Griffith-Allied Trucking, LLC, 25 Old Camplain Road, Hillsborough, NJ 08844 through December 31, 2022.

Agenda Date and Voted February 15, 2022

### **EXPLANATORY STATEMENT**

This resolution authorizes the purchase of gasoline from State Contract T-0083 for use by the Township fleet, as well as, the following Interlocal agreement partners: Basking Ridge Fire Company, Bernards Township Board of Education, Liberty Corner Fire Company, Liberty Corner First Aid, Somerset County Educational Services Commission, Long Hill Public Works, Long Hill Police, Long Hill Emergency Services, and Long Hill Board of Education.

Date: February 3, 2022

Francis J. Decibus, QPA,RPPO, Purchasing Agent

**CHIEF FINANCIAL OFFICER CERTIFICATION**

I, Sean McCarthy, Chief Financial Officer of the Township of Bernards, hereby certify that adequate funds will be made available for the above referenced purchase in the amount not to exceed \$300,000.00. Monies will be made available pending final adoption of the 2022 budget in the Utilities O/E account line item #2-01-31-430-G01 for \$200,000.00 and through reimbursements received from the following Interlocal agreement partners: Basking Ridge Fire Company, Bernards Township Board of Education, Liberty Corner Fire Company, Liberty Corner First Aid, Somerset County Educational Services Commission, Long Hill Public Works, Long Hill Police, Long Hill Emergency Services, and Long Hill Board of Education.

Date: February 10, 2022



Sean McCarthy, Chief Financial Officer

**PURCHASING CERTIFICATION**

Adoption will permit the purchase of recurring commodities from noted vendor relative to the day to day operation of the township departments. I here certify that I have prepared this resolution and reviewed it for accuracy.

  
For Purchasing Agent

Date: February 3, 2022

Francis J. Decibus, QPA, RPPO, Purchasing Agent

**CERTIFICATION**

**I hereby certify this is a true and exact copy of a resolution adopted  
by the Bernards Township Committee on 02/15/2022.**

---

**Rhonda Pisano, Municipal Clerk**



# Resolution of the Township of Bernards

1 Collyer Lane, Basking Ridge, NJ 07920  
908-766-2510; [www.bernards.org](http://www.bernards.org)

---

## **Resolution #2022-0133**

In Recognition of Service to Bernards Township  
Library Board of Trustees  
Kathleen (Kippy) Piedici

**WHEREAS**, Kathleen (Kippy) Piedici, during the past twelve years, has given innumerable hours to our local government and to the citizens of Bernards Township; and

**WHEREAS**, Kippy has rendered inestimable services as a member of the Library Board of Trustees, serving on the board for 10 years, and as Board President for 6 years (from 2015 thru 2018 and from 2020 thru 2021); and

**WHEREAS**, Kippy brought to the Board her years of professional experience in finance, serving as Board Treasurer for a time, which helped to provide a careful watch and visionary approach to the Library's finances; and

**WHEREAS**, Kippy served on the Search Committee for the successful hiring of a new Bernards Township Library Director in 2019; and

**WHEREAS**, Kippy worked tirelessly in 2021 while serving on the Strategic Plan Committee, setting a path for the future of Bernards Township Library; and

**WHEREAS**, Kippy represented Bernards Township Library at the state level by serving as an Executive Board Member of the New Jersey Library Trustee Association.

**NOW THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Bernards, that in recognition of her years of faithful service on the Library Board of Trustees, the Bernards Township Committee extends to Kippy Piedici deep appreciation and sincere gratitude on behalf of all the residents and officials of Bernards Township; and

**NOW THEREFORE BE IT FURTHER RESOLVED**, that this citation of her service be inscribed at length in the minutes of this Township meeting, held on the 15<sup>th</sup> of February 2022, and that a suitable copy thereof, signed by the members of the Township Committee and attested by the Municipal Clerk, with the corporate seal of the Township thereunto affixed, be presented to Kathleen (Kippy) Piedici.

Agenda and Date Voted: 02/15/2022

\_\_\_\_\_  
James Baldassare Jr., Mayor

\_\_\_\_\_  
Andrew McNally, Deputy Mayor

\_\_\_\_\_  
Jennifer L. Asay

\_\_\_\_\_  
Kathleen Grochala

\_\_\_\_\_  
Attest: Rhonda Pisano, Municipal Clerk

\_\_\_\_\_  
Janice M. Fields



# Resolution of the Township of Bernards

1 Collyer Lane, Basking Ridge, NJ 07920  
908-766-2510; www.bernards.org

## Resolution #2022-0120

Authorizing and Approving Purchase of three (3) 2022 Ford Utility Police Interceptor vehicles from the  
Morris County Cooperative Pricing Council Contract 15-A Item #2  
to Maplecrest Ford Inc., 102 E. Main St, Mendham, New Jersey 07945  
In the Amount Not to Exceed \$102,818.85

**WHEREAS**, the Township of Bernards Police Department wishes to purchase three (3) 2022 Ford Utility Police vehicles;

QTY	DESCRIPTION	UNIT TOTAL
3	2022 Ford Utility Police vehicles specified as per quote dated 01-20-2022 (MCCPC Contract 15-A Item #2)	\$34,232.00
	<b>WITH ADDITIONAL OPTIONS</b>	
	Delete Front Lighting Package	(\$700.00)
	Delete Rear Lighting Package	(\$300.00)
	Delete Roof Wiring	(\$60.00)
	Heated Side View Mirrors	\$58.20
	Keyed Alike	\$48.50
	Underbody Deflector Plate	\$324.95
	Global Lock/Unlock Feature	\$0
	BLIS Blind Spot Monitoring w/Cross Traffic Alert	\$528.65
	Pre-Collision Assist w/Pedestrian Detection	\$140.65
	Tail Lamp/Police Interceptor Housing Only	\$0
	<b>Per Vehicle Total</b>	<b>\$34,272.95</b>
	<b>GRAND TOTAL</b>	<b>\$102,818.85</b>

**WHEREAS**, it is the combined recommendation of the Police Chief, Administrator and Purchasing Agent to award this purchase to; Maplecrest Ford Inc., 102 E. Main St, Mendham, New Jersey 07945 in the amount of \$102,818.85; and

**WHEREAS**, the Chief Financial Officer has certified that funds are available in the budget; the line-item appropriation to be charged is line account #2-01-25-251-295 (\$102,818.85); and

**WHEREAS**, the Township is authorized to make purchases through cooperative and State contracts pursuant to N.J.S.A. 40A:11-10 and -12.

**NOW THEREFORE BE IT RESOLVED** by the Township Committee of the Township of Bernards, Somerset County, New Jersey that the Purchasing Agent is hereby authorized to issue a purchase order for three (3) 2022 Ford Utility Police vehicles to Maplecrest Ford Inc., 102 E. Main St, Mendham, New Jersey 07945 in the amount not to exceed \$102,818.85.

Agenda and Date Voted: 02/15/2022

### EXPLANATORY STATEMENT

The Police Department requires the replacement of existing police vehicles that have met or exceeded their useful lives. Three front line patrol vehicles will be purchased allowing the transition of older patrol cars to transition to the administrative fleet. The purchase of these vehicles is consistent with the Police Department's approved fleet rotation/vehicle replacement plan.

Date: 01-21-2022

Michael Shimsky, Police Chief

**CHIEF FINANCIAL OFFICER CERTIFICATION**

I, Sean McCarthy, Chief Financial Officer of the Township of Bernards, hereby certify that adequate funds are available for the above referenced purchase in the amount not to exceed \$102,818.85. Monies are available in the Police Cars-Payment line account #2-01-25-251-295.



Date: January 26, 2022

Sean McCarthy, Chief Financial Officer

**PURCHASING CERTIFICATION:**

I hereby certify that I have prepared this resolution and reviewed it for accuracy.



Francis J. Decibus, QPA, RPPO  
Purchasing Agent

Date: January 26, 2022

**CERTIFICATION**

**I hereby certify this is a true and exact copy of a resolution adopted by the Bernards Township Committee on 02/15/2022.**

\_\_\_\_\_  
**Rhonda Pisano, Municipal Clerk**





# Resolution of the Township of Bernards

1 Collyer Lane, Basking Ridge, NJ 07920  
908-766-2510; [www.bernards.org](http://www.bernards.org)

---

## **Resolution #2022-0134**

Authorizing the Township of Bernards Police Department to Participate in the Defense Logistics Agency, Law Enforcement Support Office, 1033 Program to Enable the Bernards Township Police Department to Request and Acquire Excess Department of Defense Equipment.

**WHEREAS**, the United States Congress authorized the Defense Logistics Agency (DLA) Law Enforcement Support Office (LESO) 1033 Program to make use of excess Department of Defense personal property by making that personal property available to municipal, county and state law enforcement agencies (LEAs); and

**WHEREAS**, DLA rules mandate that all equipment acquired through the 1033 Program remain under the control of the requesting LEA; and

**WHEREAS**, participation in the 1033 Program allows municipal and county LEAs to obtain property they might not otherwise be able to afford in order to enhance community preparedness, response, and resiliency; and

**WHEREAS**, although property is provided through the 1033 Program at no cost to municipal and county LEAs, these entities are responsible for the costs associated with delivery, maintenance, fueling, and upkeep of the property, and for specialized training on the operation of any acquired property; and

**WHEREAS**, N.J.S.A. 40A:5-30.2 requires that the Governing Body of the municipality or county approve, by a majority of the full membership, both enrollment in, and the acquisition of, any property through the 1033 Program.

**NOW THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Bernards that the Bernards Township Police Department is hereby authorized to enroll in the 1033 Program for no more than a one-year period, with authorization to participate terminating in December 31 of the current calendar year, from January 1, 2022, to December 31, 2022; and

**NOW THEREFORE BE IT FURTHER RESOLVED**, that the Bernards Township Police Department is hereby authorized to acquire items of non-controlled property designated "DEMIL A," which may include office supplies, office furniture, computers, electronic equipment, generators, field packs, non-military vehicles, clothing, traffic and transit signal systems, exercise equipment, farming and moving equipment, storage devices and containers, tools, medical and first aid equipment and supplies, beds and sleeping mats, wet and cold weather equipment and supplies, respirators, binoculars and any other supplies or equipment of non-military nature identified by the LEA, if it shall become available in the period of time for which this resolution authorizes, based on the needs of the Bernards Township Police Department without restriction; and

**BE IT FURTHER RESOLVED** that the Bernards Township Police Department is hereby

authorized to acquire the following “DEMIL B through Q” property, if it shall become available in the period of time for which this resolution authorizes, specifically a large vehicle and any related parts/accessories to be used for severe weather emergency response and any other activity as authorized by the Chief of Police; and

**BE IT FURTHER RESOLVED** that the Bernards Township Police Department shall develop and implement a full training plan and policy for the maintenance and use of the acquired property; and

**BE IT FURTHER RESOLVED** that the Bernards Township Police Department shall provide a quarterly accounting of all property obtained through the 1033 Program which shall be available to the public upon request; and

**BE IT FINALLY RESOLVED** that this resolution shall take effect immediately and shall be valid to authorize requests to acquire “DEMIL A” property and “DEMIL B through Q” property that may be made available through the 1033 Program during the period of time which this resolution authorizes; with Program participation and all property request authorization terminating on December 31<sup>st</sup> of the current calendar year from January 1, 2022, to December 31, 2022.

Agenda and Date Voted: 02/15/2022

**CERTIFICATION**

**I hereby certify this is a true and exact copy of a resolution adopted by the Bernards Township Committee on 02/15/2022.**

\_\_\_\_\_  
**Rhonda Pisano, Municipal Clerk**

**EXPLANATORY STATEMENT:**

The Defense Logistics Agency permits the disposal of Department of Defense surplus goods and equipment to local, county and state law enforcement agencies. The Bernards Township Police Department seeks to acquire a large vehicle through this program for the purpose of enhancing the Department’s ability to respond to emergencies during severe weather events or as authorized by the Chief of Police

Michael Shimsky, Chief of Police



# Resolution of the Township of Bernards

1 Collyer Lane, Basking Ridge, NJ 07920  
908-766-2510; [www.bernards.org](http://www.bernards.org)

---

## **Resolution #2022-0135**

Authorizing the Township of Bernards to Execute an Agreement with the County of Somerset  
Relative to the Use of Township Police Officers for Various County Initiatives

**WHEREAS**, the County provides various services and functions which require the use of municipal police officers; and

**WHEREAS**, the County uses additional trained police personnel including municipal police personnel for such programs and services as assistance and training at the Somerset County Police Academy, Somerset County Organized Crime and Narcotics Task Force, Somerset County Emergency Response Teams which includes SWAT and Crisis Negotiation Team, Dive Rescue Team, the Somerset County Vehicular Homicide Task Force, Collision Analysis and Reconstruction Team and Arson Task Force; and

**WHEREAS**, the Township of Bernards is willing to provide municipal police officers on an “as available” basis for use by the Somerset County Prosecutor’s Office on an “as needed” basis subject to the terms and conditions of the attached Agreement.

**NOW THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Bernards that we are hereby authorizing this agreement and that the Mayor, Township Administrator, and Township Clerk are authorized to sign such agreement between the County and the Township of Bernards.

Agenda and Date Voted: 02/15/2022

### **CERTIFICATION**

**I hereby certify this is a true and exact copy of a resolution adopted  
by the Bernards Township Committee on 02/15/2022.**

\_\_\_\_\_  
**Rhonda Pisano, Municipal Clerk**

### **EXPLANATORY STATEMENT:**

This resolution authorizes a hold harmless agreement between the township of Bernards and Somerset County for the purpose of Township Police Officers that are assigned or utilized by the county for various on-loan assignments.

Michael Shimsky, Chief of Police



# Resolution of the Township of Bernards

1 Collyer Lane, Basking Ridge, NJ 07920  
908-766-2510; [www.bernards.org](http://www.bernards.org)

---

## **Resolution #2022-0142**

### **Personnel Appointment**

**Richard Panzarella – Substitute Crossing Guard – Police Department**

**WHEREAS**, the position of Substitute Crossing Guard is a necessary function of the Police Department; and

**WHEREAS**, the Police Chief, Township Administrator, Chief Financial Officer and Human Resources Officer have deemed it necessary to fill this position; and

**WHEREAS**, Richard Panzarella has applied for and is qualified to fill said position; and

**WHEREAS**, the Police Chief, Township Administrator, Chief Financial Officer and Human Resources Officer recommend the appointment of Richard Panzarella to the position of Substitute Crossing Guard.

**NOW, THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Bernards that Richard Panzarella be hired as a Substitute Crossing Guard effective March 1, 2022, at an hourly rate of \$15.00. This appointment is contingent upon the successful completion of a background check and pre-employment physical per Township policy.

Agenda and Dated Voted: 02/15/2022

#### **CERTIFICATION**

**I hereby certify this is a true and exact copy of a resolution adopted by the Bernards Township Committee on 02/15/2022.**

\_\_\_\_\_  
**Rhonda Pisano, Municipal Clerk**

#### **EXPLANATORY STATEMENT**

Schedule conflicts and personal obligations in the Crossing Guards' schedules create a need to hire additional Substitute Crossing Guards to ensure coverage of all school posts. Hiring additional Crossing Guards also ensures that the Township does not have to utilize Patrol Officers to cover school posts. Richard Panzarella applied for a Substitute Crossing Guard position and is qualified to fill this position.

Carol Ackerman, HR Generalist



# Ordinance of the Township of Bernards

1 Collyer Lane, Basking Ridge, NJ 07920  
908-766-2510; [www.bernards.org](http://www.bernards.org)

---

## **ORDINANCE #2492**

Accepting a Detention Basin, Drainage & Access Easement  
on Property Located at 3265 Valley Road, Block 8903, Lot 36,  
from Lincoln Avenue Gospel Hall to the Township of Bernards

**BE IT ORDAINED**, by the Township Committee of the Township of Bernards, in the County of Somerset and State of New Jersey as follows:

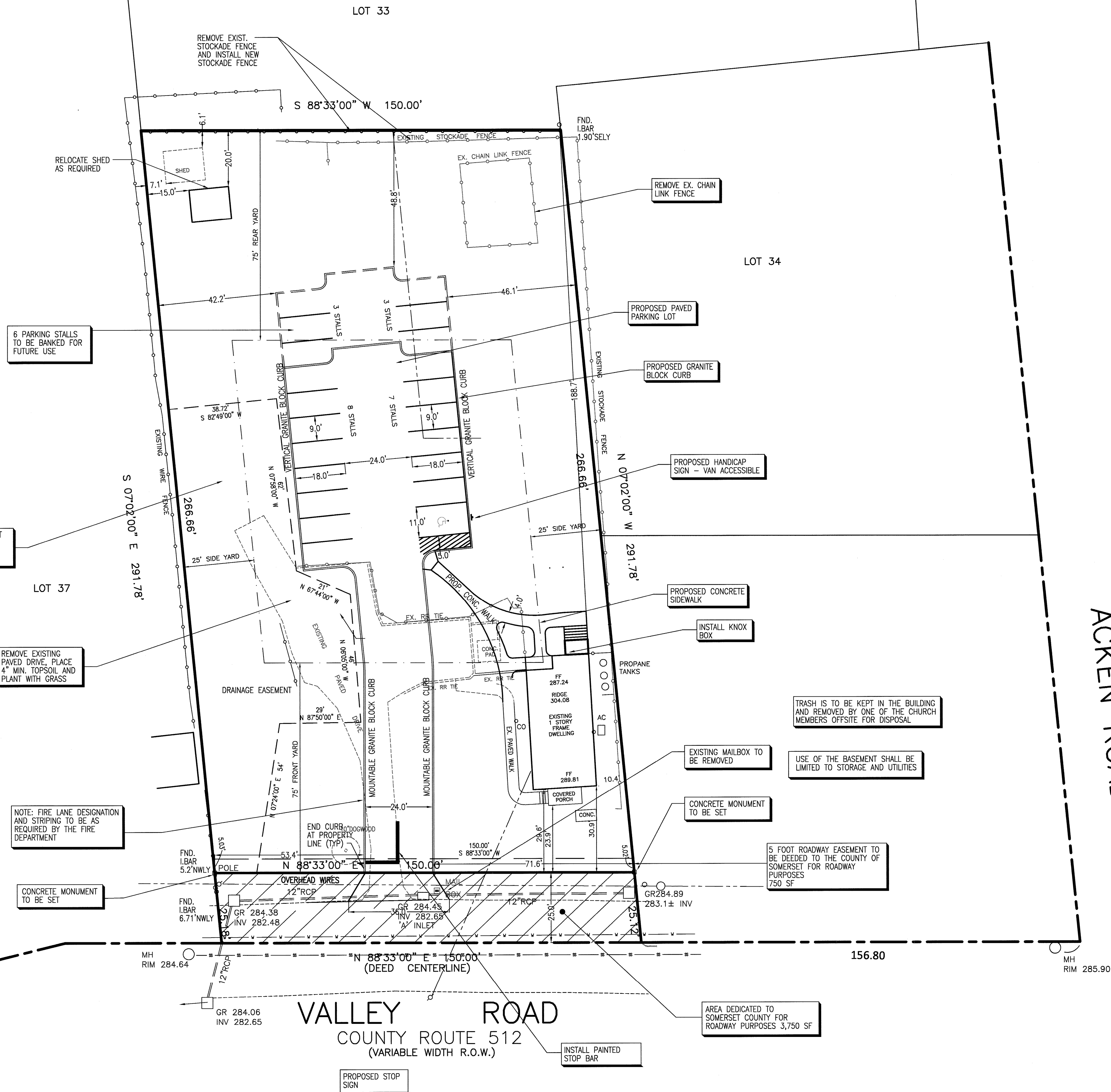
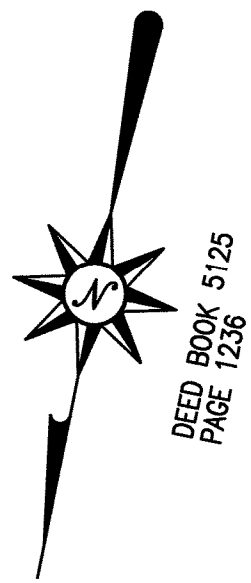
1. Pursuant to the Local Land and Buildings Law, N.J.S.A. 40A:12-1 et seq., Bernards Township hereby accepts from Lincoln Avenue Gospel Hall, whose address is 9 Lexington Drive, Warren, New Jersey, 07059, a Detention Basin, Drainage & Access Easement on Block 8903, Lot 36, in Bernards Township.
2. The easement is on file with the office of the Township Clerk.
3. This Ordinance shall take effect upon its final passage and publication according to law.

### **EXPLANATORY STATEMENT**

This easement is provided in conjunction with a site plan approval granted by the Board of Adjustment on September 9, 2020 (Application #ZB20-006). The approval allows redevelopment of the existing residential property for use as a house of worship. The purpose of the Detention Basin, Drainage & Access Easement is to provide for proper maintenance of the approved stormwater management system. The grantor maintains an escrow account with the Board of Adjustment to reimburse the Township for costs incurred in the processing of the easement.

Date: January 25, 2022

David Schley, PP, AICP, Township Planner



- FIRE OFFICIAL NOTES & REQUIREMENTS**
1. THE BUILDING MUST COMPLY WITH N.J.A.C. 5:70-4.7 WINDOWLESS BASEMENT CODE SECTION
  2. THE FIRE ALARM SYSTEM IN THE BUILDING IS REQUIRED TO HAVE A REMOTE FIRE ALARM ANNUNCIATOR PANEL INSIDE THE MAIN ENTRANCE
  3. A KNOX BOX IS REQUIRED ON THE EXTERIOR OF THE BUILDING. THE BOX SHALL BE ORDERED THROUGH THE FIRE OFFICIAL BEFORE THE BUILDING IS FINISHED. KEYS TO ALL OUTSIDE DOORS, ALL LOCKED SPACE, FIRE ALARM PULL STATIONS AND FIRE ALARM PANELS ARE REQUIRED TO BE INSIDE THE BOX. ANY AND ALL CODES FOR DOOR LOCKS AND FOR SILENCING AND RESETTING FIRE ALARM SHALL BE INCLUDED INSIDE THE BOX.
  4. THE OWNER IS TO PROVIDE THE PROPER NFPA 704 PALACARDS FOR LP-GAS (PROPANE) IN THE AREA OF THE EXTERIOR LP-GAS TANKS
  5. THE OWNER IS TO PROVIDE LETTER TO THE FIRE OFFICIAL OUTLINING HOW HE PLANS TO ADDRESS CARBON MONOXIDE DETECTION.
  6. THE OWNER IS TO SCHEDULE A DATE AND TIME WITH THE FIRE OFFICIAL TO CONDUCT A FIRE DEPARTMENT WALK THROUGH OF THE BUILDING ONCE CONSTRUCTION IS COMPLETED.

- NOTES**
1. THE APPLICANT SHALL ONLY USE THE PROPERTY ON SUNDAY MORNINGS BETWEEN APPROXIMATELY 5:30 AM AND 7:30 AM AND ON MONDAY EVENINGS BETWEEN APPROXIMATELY 5:30 PM AND 7:30 PM. IF APPLICANT WISHES TO INCREASE THE USAGE OF THE PROPERTY, THE APPLICANT SHALL RETURN TO THE BOARD FOR FURTHER APPROVAL.
  2. THE APPLICANT SHALL NOT USE THE PROPERTY FOR SOCIAL GATHERINGS BEFORE OR AFTER SUNDAY MORNING OR MONDAY EVENING SERVICES.
  3. THE APPLICANT SHALL NOT PREPARE OR SERVE FOOD OR BEVERAGES AT THE PROPERTY.
  4. THE APPLICANT SHALL REMOVE THE EXISTING KITCHEN FACILITIES AND SAME SHALL NOT BE REINSTALLED WHILE THE PROPERTY IS USED AS A HOUSE OF WORSHIP.
  5. THE APPLICANT SHALL CONSTRUCT THE BANKED PARKING SPACES AT ANY TIME PRIOR TO THE CAPACITY OF THE PRAYER HALL EXCEEDING 45 SEATS ON A REGULAR BASIS AND IF ALL BANKED PARKING IS CONSTRUCTED, THE PRAYER HALL SHALL NOT EXCEED CAPACITY OF 63 SEATS ON A REGULAR BASIS WITHOUT BOARD APPROVAL.

**PARKING SCHEDULE**

PARKING REQUIRED:  
HOUSE OF WORSHIP: 1 STALL PER 3 SEATS  
MAXIMUM ESTIMATE OF 42 SEATS  
42/3 = 14 STALLS REQUIRED

PARKING PROVIDED:  
21 STALLS TOTAL

15 STALLS TO BE CONSTRUCTED DURING INITIAL PHASE

6 STALLS TO BE BANKED FOR FUTURE USE

DRAWN BY: SP		CHECKED BY: WGH	
JOB No. 05-157			
BOOK			
SCALE 1" = 20'			
GRAPHIC SCALE			
DATE MARCH 3, 2020			
REVISIONS APRIL 27, 2020 SEPTEMBER 25, 2020 JANUARY 14, 2021 FEBRUARY 3, 2021 FEBRUARY 18, 2021 APRIL 9, 2021 JUNE 29, 2021 JULY 19, 2021			
CERTIFICATE OF AUTHORIZATION No. 24GA27959700			
NOTES  THIS SET OF SITE PLAN DRAWINGS ARE PRELIMINARY AND FINAL			
<b>Murphy &amp; Hollows Associates LLC</b> CIVIL ENGINEERING AND SURVEYING 92 CENTRAL AVENUE, STIRLING, NJ 07980 908.580.1255 murphyshollows@gmail.com			
SITE PLAN FOR LOT 36 BLOCK 8903 3265 VALLEY ROAD TOWNSHIP OF BERNARDS SOMERSET COUNTY NEW JERSEY LAYOUT PLAN			
AIDAN T. MURPHY N.J. LIC. PROFESSIONAL ENGINEER #21319 1973-2016			
 <b>WILLIAM G. HOLLOWES</b> N.J. LIC. PROFESSIONAL ENGINEER & LAND SURVEYOR #27473 N.J. PROFESSIONAL PLANNER #2530			
FILE LF05-157	SHEET 3 OF 9		