

**WESTVILLE FIRE DISTRICT #1**  
**BOARD OF FIRE COMMISSIONERS**  
**23 WEST OLIVE STREET**  
**MEETING MINUTES**  
**October 28, 2025**

Meeting was called to order at 6:33 p.m. by Chairman Marsden. Chairman Marsden read the public notice of this scheduled meeting being duly advertised in accordance with the provisions of the "Open Public Meetings Act" has been advertised in the South Jersey Times. Chairman Marsden then called for all to rise for the salute to the flag.

**ROLL CALL:** Office Clerk Danze called the roll with all Fire Commissioners present. Administrator Murtaugh, Financial Officer Sims, Fire Chief Farley, Captain Sanderson, Captain Leahy, Captain Krier, Firefighter Campbell, Firefighter Hubbs, Firefighter Frost, Firefighter R. Leahy and Firefighter Neives also attended the meeting. It has been noted that Deputy Fire Chief Cope and Fire Official O'Donnell were absent from the meeting.

**COMMUNICATIONS: Commissioner DiCicco reported:**

- Received a letter of termination of the Shared Services Agreement for a Code Enforcement Official between the Westville Fire District and the Borough of Westville.

**APPROVAL OF MEETING MINUTES:** Commissioner Rich made a motion which was seconded by Commissioner Morina to approve the regular minutes from September 23, 2025, and approved by a unanimous voice vote.

**ADMINISTRATORS REPORT: Administrative Murtaugh reported:**

- Working on the 2026 budget
- Administrative Murtaugh and Financial Officer Sims had a conference call with the Auditor regarding purchase of a Utility Truck or Pick-up Truck to replace the 2002 Durango
  - Looking in to Leasing Company – their lease is for 15 years and would like to lease for 20 years
  - May have to research bonding options
- Administrative Murtaugh and Financial Officer Sims met with our IT department to discuss cutting the fire department emails to reduce our cost
- Firefighter Tim Nessler will be working part-time on Fridays in 2026
- Financial Officer Sims reminded the Board to check their emails regarding Cyber Training

**FIRE CHIEF FARLEY reported:**

The Chief submitted his monthly report for September 2025 to the Board and discussed it in detail. A few highlights from the report are:

- 100 assignments for September with 1064 assignments for the year. The department also conducted three drills during the month.
- Ladder 736 is still at Fire Line for repairs (computer module issues)
- Preventive maintenance completed on 701, 702, 703 and 737
- One member took outside vehicle extrication II class and three members attended FF1 class

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- Attended Westville Fall Festival, however instead of being on Broadway, we had an open house at the Firehouse for the public to tour the facility
- Fire Preventions displays at Parkview School

**FIRE OFFICIAL Captain Sanderson reported:**

- 1<sup>st</sup> Quarter for 2026 State check was received
- 347 Inspections and 19 Permits

**OFFICE CLERK Danze:** nothing reported

**FINANCE:** nothing reported

**LIASON TO THE FIRE CHIEF:** nothing reported

**TRAINING & SAFETY:**

- Chairman Marsden asked when is the mandatory training scheduled for?
  - January 10<sup>th</sup> & 17<sup>th</sup> 2026, per Chief Farley

**JIF COMMITTEE:** nothing reported

**PERSONNEL:** nothing reported

**PROPERTY & EQUIPMENT:** nothing reported

**POLICY:** nothing reported

**COMMENTS FROM THE PUBLIC:** A motion to open the meeting to the public was made by Commissioner Rich which was seconded by Commissioner DiCicco and approved by a unanimous voice vote.

As no one from the public attended a motion to close the meeting to the public was made by Commissioner Bobiak, which was seconded by Commissioner Morina and approved by a unanimous voice vote.

**PRESENTATION AND PAYMENT OF BILLS:** After the list of bills were reviewed by the Board a motion to pay the bills was made by Commissioner Morina which was seconded by Commissioner Rich and approved by a unanimous roll call vote.

**OLD BUSINESS:**

- Chairman Marsden reminded everyone that the next regular meeting is scheduled for November 25<sup>th</sup>, @ 6:30pm.

**NEW BUSINESS:** nothing reported:

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**EXECUTIVE SESSION:** After reading the resolution to hold an executive session Commissioner Morina made a motion which was seconded by Commissioner Bobiak and approved by a unanimous voice vote to hold an executive session from 6:53 pm to 7:50 pm. The purpose of the executive session was to discuss three areas: the future of Code Enforcement, 2026 Line Officers and 2026 Budget issues.

After coming out of the executive session, the following action was taken.

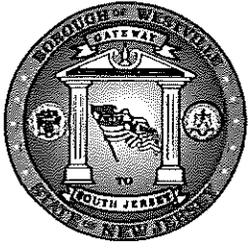
**APPROVAL OF LETTER TO WESTVILLE BOROUGH:** Commissioner DiCicco made a motion which was seconded by Commissioner Bobiak to approve sending a letter to the Borough of Westville regarding a meeting in November 2025 for Shared Service Agreement and for a Code Enforcement Official and approved by a unanimous voice vote.

**ADJOURNMENT:** Without any further matters to discuss at tonight's meeting, Commissioner DiCicco made a motion which was seconded by Commissioner Bobiak to adjourn the meeting at 7:51 p.m.

*Respectfully Submitted,*



*Vincent DiCicco  
Secretary, Board of Fire Commissioners  
kcd*



# Borough of Westville

*"Gateway to South Jersey"*

165 Broadway  
Westville, NJ 08093-1148  
Telephone: 856-456-0030  
Fax: 856-742-8190  
[www.westville-nj.com](http://www.westville-nj.com)

Fritz H. Sims, Jr.  
Mayor

Bruce Nordaby  
Council President

Ryan J. Giles  
Administrator, Municipal Clerk

John A. Bruno, Jr.  
CFO

September 25, 2025

Mr. Bill Marsden, Chairman  
Westville Fire District  
23 W. Olive Street  
Westville, NJ 08093

RE: SHARED SERVICES AGREEMENT

Hello Mr. Marsden,

This letter serves as a formal 90-day notice that the Borough of Westville is terminating the Shared Services Agreement for a Code Enforcement Official between the Fire District and the Borough of Westville.

The termination will take effect on December 30, 2025, thereby providing the required 90 notice as specified in Section B of the Agreement. Until December 30, 2025, we expect the Code Enforcement Official to continue his duties as outlined in the original Agreement dated February 4, 2019.

We appreciate the cooperation, service and assistance the Fire District has provided during this time; however, we need to redirect these resources to another department.

Please confirm receipt of this notice, and let me know if any additional steps are needed on our part.

Cordially,

Ryan Giles  
Administrator/Municipal Clerk

*People*

*Purpose*

*Progress*



**WESTVILLE FIRE DISTRICT NO. 1**  
GLOUCESTER COUNTY, NEW JERSEY

23 WEST OLIVE STREET  
WESTVILLE, NEW JERSEY 08093  
STATION: (856) 456-9432  
FAX: (856) 456-8870  
EMAIL: WFDFM@WESTVILLEFD.COM

**Activities for the Month of September 2025**  
**FIRE REPORT**

Month: 100	YTD:1094	Drills Month:3
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Office of the Fire Chief

1. Maintenance / Mechanical:
    - a. Ladder 736 – Still at Fire Line since August 11, 2025 -Update Module Issue.
    - b. PM complete on 701,702,703, and 737.
    - c. New Battery for 703 Car
  
  2. Training:
    - i. 1 Member took outside vehicle extrication II class at GCFA.
    - ii. 3 Members attending FF1 Class at GCFA all doing well.
  
  3. Equipment-
  
  4. Staff:
    - a. Career Staff- All Good
    - b. Volunteer – All Good
  
  5. Other Details:
    - a. Westville Fall Festival Saturday September 27, 2025
    - b. Fire Preventions displays at Parkview School.
  
  6. Truck Committee:
    - a. Print is 95% Complete next step will be pre-build- waiting on dates.
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Executive Session:

7. Officers Candidates for 2026.

a. Met with all candidates as a group on October 26<sup>th</sup> and review what we are looking forward to next year.

- b. Jeffery Sanderson
- c. Robert Leahy
- d. Mike Krier
- e. Robert Medlar Sr.
- f. Dan Baker
- g. Richard Hubbs

8. Setting up dates for interviews.

9. Review of job description.

10. Goals and objectives to the fire department and staff.

11. Personal goals and objectives for themselves.

12. The additional time needed to be an officer.

13. Move the Department forward!

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**Westville Fire District #1**  
**Monthly Bills - First Colonial National Bank**  
**October 28, 2025**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<b>NEW 1st Colonial National Bank</b>				
09/25/2025	Direct Pay	Primepoint	September 2025 Payroll Services - Inv #681733	-162.75
10/09/2025	Direct Pay	PERS	3rd quarter Pension & Ins - Ref #28071194	-593.80
10/09/2025	8457	Airgas USA, LLC	Monthly Cylinder Rental - Invoice #551931061	-34.07
10/09/2025	8458	Borough of Westville	Fuel for September 2025	-380.54
10/09/2025	8459	PSE & G	Billing for September - Acct #6742927208	-49.04
10/09/2025	8460	South Jersey Times-NJ Advance Media	AD# 11033788	-97.18
10/17/2025	8461	AT&T Mobility	Inv#7931X10132025 - PO #25-187	-375.83
10/17/2025	8462	Great America Leasing Corp.	Monthly Copier lease - Invoice #40274905	-195.52
10/17/2025	8463	Marc Lacovara	detail fire boat 7	-800.00
10/21/2025	Direct Pay	Primepoint	October 2025 Payroll Services - Inv #685380	-161.50
10/21/2025	8464	Carr's Hardware	Trans #B151739	-16.99
10/21/2025	8465	Comcast Cable	Acct# 8499 05 109 0043237- Service 10/12 to ...	-383.56
10/28/2025	8466	Auto Zone		-297.76
10/28/2025	8467	Green Technology Services	Contract renewal - Inv #5129	-7,737.12
10/28/2025	8468	Peach Country Tractor	WO102827-01 & WO103325-01 - Service Sale	-456.09
10/28/2025	8469	Rothwell Document Solutions	Copier 9/28/25-12/27/25 - Inv #24664	-315.64
10/28/2025	8470	Rowan College of South Jersey	Auto Extrication - Inv #26-28-04	-150.00
10/28/2025	8471	Tarrach's Service Center LLC.	Inv #17298-17314-17330-1735	-266.65
10/28/2025	8472	Westville Fire Department	October Rent - Alarm & Electric Reimburseme...	-1,930.00
10/28/2025	8473	Woody's ASPE LLC	Inv #43594	-100.00
10/28/2025	8474	The Communication Solutions Grp, Inc.	Inv #2291A - Balance of year 4	-7,328.25
Total NEW 1st Colonial National Bank				-21,832.29
<b>TOTAL</b>				<b>-21,832.29</b>

**Westville Fire District #1**  
**Budget Balance Sheet - 2025**  
 January 2025 through December 2025

Accrual Basis

	Jan - Dec 25	Budget
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
American Rescue Grant	75,000.00	75,000.00
Borough Insurance Dividend	0.00	4,000.00
Borough Senior Housing Payment	0.00	500.00
District Taxes	554,435.60	671,026.62
Emp Health Ins Reimbursement	3,300.00	3,900.00
HLS-SAFER Grant	14,712.50	22,867.00
Interest	4,521.38	2,000.00
Misc Item of Revenue	6,008.80	0.00
New Jersey Turnpike Authority	1,600.00	1,700.00
Supplemental Fire	0.00	1,764.00
UFSA - Penalties & Fines	125.00	200.00
UFSA - Registration Fees	25,271.70	20,000.00
Westville Shared Service	0.00	20,000.00
<b>Total Income</b>	<b>684,974.98</b>	<b>822,957.62</b>
<b>Gross Profit</b>	<b>684,974.98</b>	<b>822,957.62</b>
<b>Expense</b>		
007 Copier Lease	3,224.02	3,600.00
008 Hospitalization	32,057.28	70,000.00
010 Insurance	12,352.00	45,000.00
011 Office Supplies/Fire Dist	2,058.14	3,000.00
012 Auditor Services	15,500.00	16,000.00
014 Legal Service	302.20	2,000.00
016 Computer Equip & Cyber Sec	401.06	19,000.00
017 Advertising	280.51	1,000.00
018 Memberships/Dues	475.00	1,000.00
019 Professional Services/Doc	7,365.00	7,200.00
020 Fire Department Rental	10,000.00	36,000.00
021 Computer IT - Help Desk	32,456.16	16,000.00
023 Supplies & Maint	20,613.78	30,000.00
024 Training & Education	2,690.62	4,000.00
025 Utilities	19,013.58	25,000.00
026 Supplies/Fire Service Grant	2,468.06	2,374.00
027 Chiefs Fund	4,251.68	20,000.00
029 FM Sup/Equip/Postage/Misc	260.89	750.00
030 FM Uniforms	719.00	2,500.00
032 EMS Sup/Equip/Misc	325.08	1,000.00
034 Ladder truck Lease Payment	65,760.62	65,761.00
035 LOSAP Award	19,461.00	23,000.00
037 HLS Safer Grant	22,040.75	22,867.00
039 Fuel	4,396.38	9,000.00
040 Misc Expenses	5,000.00	0.00
059 Social Security	15,732.26	13,000.00
060 State Unemployment	1,263.62	13,000.00
061 Employer Pension Contrib	12,688.00	12,688.00
062 Child Support	0.00	12.00
063 Prime Point Payroll Expense	2,115.75	3,500.00
065 Employee Pension Contrib	2,919.98	0.00
071 Petty Cash	200.00	200.00
<b>Payroll Expenses</b>		
FIRE FIGHTER / CEFM	46,302.76	48,500.00
Firefighter/EMT	110,611.58	135,500.00
Part Time FF/EMT	21,730.95	46,035.00
Part Time Position	2,288.00	0.00
Salary - Administrator	3,018.28	3,500.00
Salary - CFO	2,961.64	3,500.00
Salary - Fire Inspector	1,065.35	2,500.00
Salary - Fire Official	1,384.56	3,000.00
Salary - Office Clerk	11,172.90	13,200.00
Salary -Retro	1,726.50	0.00
Westvile CEFM	0.00	4,000.00
Westville CEFM	3,384.48	0.00

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**Budget Balance Sheet - 2025**  
**January 2025 through December 2025**

Accrual Basis

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	<u>Jan - Dec 25</u>	<u>Budget</u>
Total Payroll Expenses	205,647.00	259,735.00
Total Expense	524,039.42	728,187.00
Net Ordinary Income	160,935.56	94,770.62
Net Income	<u>160,935.56</u>	<u>94,770.62</u>