

December 10, 2025

Hazlet Township Town Hall 1766 Union Avenue, Hazlet, NJ

Reorganization Meeting:

This meeting is being held in conformance with the Open Public Meeting Act. Notice has been given to the newspapers on record, posted in the Municipal Building and filed with the Township Clerk. The next public meeting of the Board of Fire Commissioners will be held on January 8, 2025.

The Reorganization meeting was opened at 6:00 PM by Chairman Les Parleman.

Commissioner P. Kozielski was sworn in.

Chairman Les Parleman opened up nominations for positions of the board members

A motion to keep all positions as is, with new commissioner P. Kozielski assumed the responsibilities of Commissioner Storcks position.

Motion JC Schroeck

Second D. Malloy

ALL IN FAVOR-AYE

Board Positions

Chairman - Leslie Parleman

Vice-Chairman - Francis Wood

Treasurer - Joseph Schroeck

Clerk/recording Secretary- Peter Kozielski

Commissioner - Donald Malloy

Board Committees/liasons:

- Certificates/Training compliance: Parleman, JC Schroeck
- Communication-County dispatch: Malloy
- Department Chiefs: Parleman
- Fire Prevention: Kozielski
- First Aid: Parleman
- Financial Matters: Schroeck
- Grants: Schroeck
- Insurance matters (Accident/ MRV): Wood
- LOSAP/Incentive programs: Schroeck
- New member applications: Schroeck
- Substance Abuse Policy: Schroeck/Parleman
- Town Committee: Parleman, Wood
- Vehicle Registration: Kozielski
- Vehicle Maintenance: Malloy
- Website: Kozielski

Motion to adjourn P. Kozielski second J. Schroeck **All in favor-AYE**



Les Parleman, Chairman



Peter Kozielski, Clerk

December 12, 2025 WORKSHOP

MEETING LOCATION- 1766 UNION AVENUE. HAZLET- CAUCUS ROOM

The **WORKSHOP MEETING** was opened by Attorney Matthew Donahue at 6:30pm.

1. **Resolutions**

- a. Approve budget
- b. **2025-029** Board positions
- c. **2025-030** resolution appoint newspaper
- d. **2025-031** resolution appoint accountant
- e. **2025-032** appoint QPA
- f. **2025-033** Russia Belarus threshold
- g. **2025-034** QPA award of contracts
- h. **2025-035** Adopt PTO
- i. **2025-036** Approval/payment of claims
- j. **2025-037** Surety Bonding
- k. **2025-038** Cash Management Plan
- l. **2025-039** Appoint Fire Official
- m. **2025-040** authorizing meeting schedule
- n. **2025-041** encumbrance/transfers
- o. **2025-042** appoint attorney
- p. **2025-043** Closed Session

2. **Budget Hearing**

- a. 8:00pm

3. **Correspondence**

- a. Hazlet Recreation anniversary celebration

4. **Truck Sales**

- a. New Commissioner - JC Schroeck

5. **First Due Software**

- a. Access must be given to Administrative Clerk
- b. Chief McCarron gave an update to the board

6. **Public Notice Update**

- a. Administrative Clerk informed board on new posting statutes for public notices

7. **New Member**

- a. Gavin Gallina- approved or WKFC

8. **Final LOSAP**

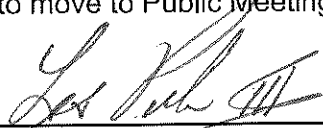
- a. Administrative Clerk informed the board of final eligibility for HFC

9. **Update to LOSAP/Paid Per Call reporting**

- a. Decision that all reports must be uploaded to First Due, within 5 days of the event for review.
- b. Once signed LOSAP is handed in no changes or updates.

10. **Changing of the Badges**- WKFC 1-1-26 at 3PM

Chairman Paleman requests a Motion to move to Public Meeting at 6:51 pm.
Motion Schroeck 2nd Malloy
ALL IN FAVOR-AYE



Les Paleman, Chairman



Peter Kozielski, Clerk

REGULAR MEETING

The public meeting of December 12, 2025 was opened by Chairman Les Parleman at 7:00pm.
Salute to Flag followed by Moment of Silence

Chairman Parleman read the following statement:

This meeting is being held in conformance with the Open Public Meeting Act. Notice has been given to the newspapers on record, posted in the Municipal Building and filed with the Township Clerk. The next public meeting of the Board of Fire Commissioners will be held on January 8, 2026.

ROLL CALL

Commissioners

Commissioner Malloy- Present
Commissioner Kozielski -Present
Commissioner Schroeck-Present
Commissioner Parleman-Present
Commissioner Wood-Absent

Other Professionals

Attorney – Dominick DiYanni- Present
QPA - Michelle Barney- Present
Township Chief – Robert Steiner- Present
Deputy Chief – William McCarron- Present
Assistant Chief – Tim Murray- Absent
Fire Official – Thomas Horner- Present
Hazlet First Aid – Stephen Schmidt- Absent

Minutes

Chairman, request a motion to approve the Workshop, Regular, and Executive meeting minutes from the November 12, 2025 meeting and Executive Session November 28, 2025.

Offered by Commissioner Malloy 2nd Commissioner JC Schroeck
In Favor- Aye

Financial report

Treasurer the attached financial reports indicating account balances. The report of account balances was read.

Chairman Parleman- requests a Motion to approve the financial reports

Offered Commissioner Kozielski 2nd Commissioner Malloy

Roll call vote:

Commissioner Malloy X yes No abstain

Commissioner Wood yes No x absent

Commissioner Kozielski X yes ☐ No ☐ abstain

Commissioner JC Schroeck yes ☐ No X abstain

Chairman Parleman X yes ☐ No

Treasurer presented a list of Operating and Fire Bureau bills to be paid; there are adequate funds in the accounts to pay the bills.

Chairman Parleman - a motion to pay the bills

Offered Commissioner Malloy 2nd Commissioner Schroeck

Roll call vote:

Commissioner Malloy X yes No abstain

Commissioner Wood yes No x absent

Commissioner Kozielski X yes ☐ No ☐ abstain

Commissioner JC Schroeck x yes ☐ No abstain

Chairman Parleman X yes ☐ No

Requisitions/purchase orders

Chiefs reminded they can submit requisitions and quotes starting in Jan 2026, especially items that have a long lead time for delivery

Reminded to reach out to Bill Bates to schedule PPE fittings, Chief McCarron already has a call out to him.

Correspondence

a. Hazlet Recreation anniversary celebration- forwarded to chiefs

Old Business

a. None

Chief's reports:

Township Fire Chief: Robert Steiner

- a. Chief Vehicles need lights repair
- b. Set up new vendor
- c. Chairman Parleman - thanked him for his service

Deputy Chief: William McCarron

- a. Marine 39- maintenance will be completed during winter months
- b. First Due software update- 2 of 3 stations running new Neris system
- c. 3-81 service finished end of month
- d. 2 Jr. FF will need rental gear

Assistant Fire Chief: Tim Murray- absent

- a. No Report

Fire Official report Thomas Horner

- a. Commercial Ytd total inspections- 707; reInspections-251; Total inspections-958;
CO inspections- 372
- b. report - Home depot sprinkler

First Aid Report -Chief Steve Schmidt

- a. Absent

New business:

- a. Reminder 1st quarter LOSAP is due January 5, 2026

New applications

- a. **Gavin Gallina West Keansburg Fire Company**

A Motion to accept Gavin Gallina as a volunteer probationary firefighter to WKFC

Chairman Parleman request a motion to approve the probationary Firefighter
Offered Commissioner Schroeck 2nd Commissioner Kozielski
All in Favor - Aye

Resolutions

The following resolutions are by Consent Agenda. All matters listed under Consent Agenda are routine by the Board of Fire Commissioners and will be enacted by one motion.

- a. **2025-029** Board positions
- b. **2025-030** resolution appoint newspaper
- c. **2025-031** resolution appoint accountant
- d. **2025-032** appoint QPA
- e. **2025-033** Russia Belarus threshold
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- i. **2025-037** Surety Bonding
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- k. **2025-039** Appoint Fire Official
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- m. **2025-041** encumbrance/transfers
- n. **2025-042** appoint attorney
- o. **2025-043** Closed Session

Chairman Parleman requests a motion to approve Resolutions
Offered Commissioner Schroeck 2nd Commissioner Kozielski
ALL IN FAVOR- AYE

Resolution 2025-044 Resolution to accept bond series 2025 for Capital Purchase

Chairman Parleman requests a motion to approve Resolution 2025-044

Offered Commissioner Malloy 2nd Commissioner Schroeck

Roll call vote:

Commissioner Malloy X yes No abstain

Commissioner Wood yes No x absent

Commissioner Kozielski X yes ☐ No ☐ abstain

Commissioner JC Schroeck x yes ☐ No abstain

Chairman Parleman X yes ☐ No

Public Comments

In accordance with the Open Public Meetings Act, each speaker will be given a maximum of 3 (three) minutes for public comment, when recognized by the Chairman.

Open to the public at 7:17 pm

Closed to the public at 7:17 pm

Executive Session- Resolution

Resolution 2025-043 Executive Session

Chairman Parleman, request a motion to approve Resolution 2025-043

Offered Commissioner Malloy 2nd Schroeck

Commissioner Malloy X yes No abstain

Commissioner Wood yes No x absent

Commissioner Kozielski X yes ☐ No ☐ abstain

Commissioner JC Schroeck x yes ☐ No abstain

Chairman Parleman X yes ☐ No

Motion to Adjourn Executive Session

Motion Malloy

2nd Schroeck

All in Favor- Aye

Time 7:52pm

Budget hearing- 8pm

Chairman Parleman request a Motion to open the budget hearing at 8:00pm

Motion- Commissioner Schroeck 2nd Commissioner Malloy **ALL IN FAVOR- AYE**

QPA- presented the budget

PUBLIC COMMENTS ON BUDGET

Open to Public at 8:03

Close to Public at 8:03

Chairman Parleman request a Motion to close the budget hearing

Motion- Commissioner Malloy

2nd- Commissioner Kozielski

ALL IN FAVOR- AYE

Resolution to adopt 2025 budget

Chairman Parleman request a Motion to approve Resolution

Offered Commissioner Commissioner Schroeck 2nd Commissioner Malloy

Roll call vote:

Commissioner Malloy X yes No abstain

Commissioner Wood yes No x absent

Commissioner Kozielski X yes ☐ No ☐ abstain

Commissioner JC Schroeck x yes ☐ No abstain

Chairman Parleman X yes ☐ No

Adjourn

Chairman Parleman requests a motion to close the meeting at 8:04 PM

Offered Commissioner Schroeck 2nd Commissioner Malloy

All in Favor-AYE


Leslie Parleman, Chairman


Peter Kozielski, Clerk