

LOWER TOWNSHIP FIRE COMMISSION

**SECOND DISTRICT
P.O. BOX 724
NORTH CAPE MAY, NEW JERSEY 08204**

Minutes of the Minutes of the March 17, 2014 Meeting

The regular monthly meeting of Fire District 2, Lower Township, Cape May County, New Jersey was called to order at 20:00 hours by President Brown at the Town Bank Fire House, 224 Town Bank Road, North Cape May, New Jersey.

President Brown read the statement of compliance with the "Open Public Meetings Act" and pointed out the fire exits to the public in attendance.

After flag salute, roll was called; Commissioners present were Andrews, Brown, Conley, Nolan and Prendergast and Charlotte, "Missie" Taylor Financial Data Specialist. Also in attendance were 4 firefighters, and no other members of the public.

MINUTES

1. The Secretary reviewed the minutes of February 24, 2014 regular meeting. A motion to approve the minutes as presented was offered by Andrews and seconded by Nolan; voting yes, Andrews, Brown, Nolan and Prendergast; voting no, no one; abstaining, Conley.

TREASURER'S REPORT

- Prendergast reviewed the Treasurer's report; a copy of the report is attached to the original minutes and made a part hereof. Interest earned this month was \$89.65. A motion to approve the report was offered by Conley and seconded by Prendergast; voting yes, Andrews, Brown, Conley, Nolan and Prendergast; voting no, no one; abstaining, no one.
- The Commissioners reviewed all bills that were submitted to the Treasurer in proper form. Resolution 14-01.03 authorizing payment of those bills, in the amount of \$39,125.39 was offered by Conley and seconded by Prendergast; voting yes, Andrews, Brown, Conley, Nolan and Prendergast; voting no, no one; abstaining, no one.

CORRESPONDENCE

The Secretary read the following correspondence:

1. Email in dated 2/19/14 from Lizabeth Shay, Deputy County Clerk regarding additional mail-in ballots received late but postmarked prior to the election for the annual election.

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2. Email out dated 03/09/14 to Joanne Slezak at DCA transmitting a revised copy of the Fire District 2014 certification for General Election, filled in, and revised March 03, 2014 due to my receiving a notice from the County Clerk's office that a write-in ballot that was postmarked before the closing deadline, but was not received until February 18, 2014.
3. Email out dated 03/09/14 to Julie Picard, Lower Township Clerk transmitting a revised copy of the Fire District 2-Lower Township-2014 Election Report revised March 3, 2014, due to my receiving a notice from the County Clerk's office that a write-in ballot that was postmarked before the closing deadline, but was not received until February 18, 2014.
4. Letter in dated March 6, 2014 from Patricia Parkin McNamara, Executive Secretary, Local Finance Board to Richard Braslow, Esq. transmitting the Local Finance Board's Resolution approving the purchase of the new Pierce pumper that was approved at the March 13, 2013 meeting.
5. Email in from DCA dated March 7, 2014 regarding an updated for filing the required Financial Disclosure Statement. There is progress with the new electronic filing form but **“we are NOT to submit a financial disclosure statement for 2014 until further direction is provided by the Division.”**

TOWN BANK VOLUNTEER FIRE COMPANY REPORT

Chief Megonigal reported the following:

- Report of the month's activities; a copy of the report is attached to the original of these minutes.

BUREAU OF FIRE SAFETY REPORT

- Conley who is the Board's representative to the Bureau provided the minutes and financial reports of the February 2014 meeting.

OLD BUSINESS

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- *The Chief reported a growing building crack in the southeast corner of the engine bay. Conley has look at the crack and it looks like a settlement issue. The Commission authorized Conley to contact a structural engineer to look at the situation and make recommendations. (03/08).*

Conley reported that he contacted Edward P. Ryan, PE, a structural engineer who met with Conley and Brown to look at the building. Mr. Ryan's preliminary determination was that the cracking is due to settlement but there is no immediate danger. He will prepare recommendations and specifications for the repair of the settlement as well as the cracks in the near future. (04/08)

Conley reported that he has received the details from structural engineer, Edward P. Ryan and will coordinate with Richard Braslow and Ryan to put together a contract to perform the work recommended. (06/08).

Nolan inquired as to the status of the crack repair. Conley responded that the District is in the process of having a contractor look at it and provide an estimate to see if the repair needs to be bid. He also reported the Mr. Ryan had reported that there is no immediate danger, and budget constraints had moved this repair a little lower on the priority list, but not forgotten. (06/12)

- *Scott Brown asked if there was some types of sealer that can be used to stop the damage to apparatus aprons that have sever salt damage. He has seen repairs to bridge surfaces that were temporarily repaired rather quickly. Brown volunteered to discuss it with a friend who is a masonry contractor and Conley will talk to the County Engineer who may have specified the repairs to the County Bridges. (06/12)*

Brown reported that Jay Blackley of Blackley Concrete will look at the driveway and make a recommendation (07/12)

Brown reported that Jay Blackley reported that there is no fix the driveway apron will need to be removed and replaced. Conley requested that Blackley provide us with a cost estimate to do that work so that we know if we would need to bid the project and look for the money to pay for the replacement. (08/12)

Brown reported that Blackley has provided a proposal to remove the existing concrete and replace it with the same strength reinforced concrete for \$24,860.00. This is above the bid threshold and obviously will need to be bid.

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Conley suggested that if total replacement is necessary, we should look into retaining a structural engineer or architect to design a heating system into the apron and then there would be no need to have salt on it. Conley will look into finding an engineer or architect with the appropriate experience. (09/12)

Conley reported that he has not been able to get Jay Blackley (concrete mason) to respond with a cost for a temporary winter patch. Brown will reach out to Troiano Concrete to see if they can do a temporary patch to get us through the winter months. (12/12)

Brown reported that he has contacted Ernie Troiano, Jr. of E. Troiano & Sons Concrete who will perform a temporary patch on the driveway for an estimated cost of \$2,100.00 as outlined in his letter of December 21, 2012. Conley reported that he has contacted, in writing, Thomas Lipski of PEOSH to request an extension of time to repair the driveway apron. A motion was offered by Andrews and seconded by Nolan to approve E. Troiano and Sons Concrete's proposal and authorize the work, voting yes, Andrews, Brown, Conley, Nolan and Prendergast; voting no, no one; abstaining, no one.

Conley presented a proposal from M V Engineering of Cape May Court House, NJ for providing the design, bid preparation and administration, and construction observation of the permanent driveway apron replacement for an estimated \$11,200.00 as contained in their written proposal. Resolution 13-20 Approving the award of the contract with Brian Murphy, PE of M V Engineering for the Design and Inspection of the Driveway Apron Replacement was offered by Andrews and seconded by Prendergast voting yes, Andrews, Brown, Conley, Nolan and Prendergast; voting no, no one; abstaining, no one. (01/22/13)

Brown reported that the driveway apron will be repaired with a temporary concrete patch by E. Troiano and Sons on Wednesday 2/27/13. (02/13)

Conley reported that the driveway apron was repaired on February 27, 2013 on schedule and he emailed a notice to Thomas Lipski of PEOSH along with photos of the completed driveway. Conley continued the report by telling all that Thomas Lipski emailed back that he would be issuing a letter indicating the violation has been abated. (03/13)

Conley reminded all that we have received preliminary plans and specifications for the permanent driveway replacement from MV Engineering. We need to decide when we want the driveway advertised, what is going to be included in the contract, such as fencing and/or security for the apparatus to be stored outside during the replacement of the apron and the concrete curing time. (03/13)

Conley discussed the need to meet to discuss how to deal with the apparatus security which will need to be outside the building during the removal and curing of the concrete apron. The meeting was set for April 22, 2013. (04/13)

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Brown reminded everyone that only Conley and he showed up for the April 22 meeting and rescheduled for June 24, 2013 (05/13).

Conley reported that he has met with the engineer and reviewed the details for staging the apparatus out of three contiguous bays and then wait until the concrete has cured and then the next three contiguous bays can be poured. He also reviewed the parking lot driveway that needs to also be replaced as well as the concrete curb that also needs to be replaced. There will be a new concrete ramp created from the parking lot to the sidewalk on Town Bank Road so that the access from the parking lot in front of the engine bays can be fenced off or landscaped to prohibit access. (08/13)

Conley reported that he has not received the plans and specifications yet from the design engineer (12/13)

- A presentation was made for a Power Purchasing Agreement by Emerald Energy, LLC (Joseph Jackson) and Cambria Solar (Mike Atkins) wherein Mr. Atkins represented that the current electric use would be sold to us by Cambria Solar at a savings of 8% with a 2.5% increase/year after the first year. Resolution #12-34 approving the PPA offer subject to review by the Solicitor Richard Braslow was offered by Nolan and seconded by Conley voting yes, Conley, Nolan and Prendergast; voting no, no one; abstaining, no one. (10/12)*

Conley reported that he forward the draft Power Purchasing Agreement and current electric use release documents provided to him to Solicitor Braslow. The current use release document was approved by Mr. Braslow, signed by Commissioner Conley and returned to Joe Jackson. The Power Purchasing Agreement was drafted to be with the Town Bank Volunteer Fire Company and was unacceptable. Conley would not sign the document and returned it to Joe Jackson for correction. In the letter from Mr. Atkins attorney, the attorney states that he also agreed that the Fire District is the correct entity for Mr. Atkins to contract with, but it was his opinion that such an agreement needed to be publicly bid. This is contrary to what Mr. Jackson and his people had represented at prior meetings. It is, however consistent with Commissioner Conley and Solicitor Braslow's feeling. This information was passed on to Mr. Jackson for a response and/or a revised proposal. As of November 19, 2012 Conley has not heard back from anyone. (11/12)

As of December 17, 2012 Conley has not heard back from anyone. (12/12)

Conley read a report from solar company's structural engineer indicating that the roof trusses will need to be beefed up in order to support the weight of the solar panels. Conley will reach out to the engineer to be sure that there is no problem with the trusses without adding the solar panels and attempt to get a quote for what it would cost to get a proposal that will tell us how much beefing up the trusses will need and the anticipated cost for the work if we decided to go ahead with the solar panels. (04/13)

Conley reported that he spoke with the structural engineer who reported that the roof is fine without adding the solar panels, however, the roof will need to be beefed up to carry the additional load of the solar panels. Conley requested that he provide Mike Adkins a cost proposal for the design of the strengthening of the roof to support the solar panels, which proposal will include an estimate of the

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cost of actually strengthening the roof. All of the proposal correspondence should be coordinated through Mike Adkins. (06/13)

NEW BUSINESS

1. A motion was offered by Nolan and seconded by Andrews to adopt Resolutions 14-18 to 14-26 as listed below, voting yes, Andrews, Brown, Conley, Nolan and Prendergast; voting no, no one; abstaining, no one.

- 14-18 Designating Surety Bonding for Treasurer, etc.
- 14-19 Designating Official Newspapers
- 14-20 Authorizing Payment of Claims
- 14-21 Adoption of Cash Management Plan
- 14-22 Authorizing Appointment of Auditor
- 14-23 Authorizing Appointment of Attorney
- 14-24 Authorizing Meeting Schedule
- 14-25 Authorizing Appointment of Financial Data Specialist
- 14-26 Reorganization of Commissioners Assignments

2. A discussion was held regarding the need to purchase a Polaris Ranger Crew 800 with full –size crew steel roof, full size tip out windshield and crew battery connection cable kit to be able to carry the rescue surfboard on the roof and tow the rescue jet ski across the beach area of the Delaware Bay to the water. Using the 4-wheel drive pickup truck does not seem to be working very well.

Chief Megonigal has received a proposal for just such a vehicle from Polaris Sales, Inc. in Medina, MN under New Jersey State Contract No. 84244 for a total cost of \$13,950.30, which in addition does not exceed the bid threshold limit.

Resolution 14-27 Authorizing the purchase of a Polaris Ranger Crew 800 with Full-Size Crew Steel Roof was offered by Nolan and seconded by Andrews, voting yes, Andrews, Brown, Conley, Nolan and Prendergast; voting no, no one; abstaining, no one.

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3. Resolution 14-28 Approving the Local Finance Board's Findings for the purchase of the new Pierce Pumper 6134 was offered by Nolan and seconded by Prendergast, voting yes, Andrews, Brown, Conley, Nolan and Prendergast; voting no, no one; abstaining, no one.
4. A proposal (estimate, 2148 dated 1/1/2014) was received from Gleason's in Ocean City, NJ to upgrade the multi-purpose room sound system which includes the installation of a ceiling mounted video projector for a total cost of \$8,490.07. A motion was offered by Conley and seconded by Nolan to authorize the work, voting yes, Andrews, Brown, Conley, Nolan and Prendergast; voting no, no one; abstaining, no one.
5. Conley reported that he has received a proposal from CM-3 Building Solutions for the repair of one of the rooftop air conditioning units in the amount of \$3,960.00 as detailed in a proposal dated March 11, 2014, proposal number CM2014-Q0264. In speaking with the representative from CM-3 Building Solutions he mentioned that since the A/C units are 20 years old and constantly exposed to the salt air, would it make more sense to replace the A/C unit with a new one. CM-3 Building Solutions will provide a second quote for the replacement of the unit to do a cost benefit analysis of the best route to go.

PUBLIC PORTION

Nothing.

There being no further business, the meeting was adjourned at 20:55 hours by a motion by Nolan and a second by Prendergast.

Respectfully submitted,

Lewis H. Conley, Jr.
Secretary/Commissioner