

# **LOWER TOWNSHIP FIRE COMMISSION**

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

## **Minutes of the Minutes of the June 15, 2015 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 Nolan at the Town Bank Fire House, 224 Town Bank Road, North Cape May, New Jersey.

President Nolan 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, Prendergast and Charlotte, "Missie" Taylor-Axelsson Financial Data Specialist. Also in attendance were 5 firefighters, and no other members of the public.

### **MINUTES**

1. The Minutes of the May 18, 2015 meeting were distributed and reviewed by the Commissioners. A motion to approve the minutes was offered by Andrews and seconded by Brown; voting yes, Andrews, Brown, Conley, Nolan and Prendergast; voting no, no one; abstaining, no one.

### **TREASURER'S REPORT**

2. Prendergast reviewed the Treasurer's report; a copy of the report is attached to the original minutes and made a part hereof.
  - Interest received for the month was \$0.00 with charges \$102.16 in fees.
  - The account at Crest Savings Bank was opened and the checks are currently being printed. We expect to be paying bills out of the new account in July.
  - 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 15-01.06 authorizing payment of those bills, in the amount of \$17,625.50 was offered by Conley and seconded by Prendergast; voting yes, Andrews, Brown, Conley, Nolan and Prendergast; voting no, no one; abstaining, no one.

### **CORRESPONDENCE**

# **LOWER TOWNSHIP FIRE COMMISSION**

**SECOND DISTRICT  
P.O. BOX 724  
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## Minutes of the Minutes of the June 15, 2015 Meeting

The Secretary read the following correspondence:

1. Letter in dated May 18, 2015 transmitting a blank copy of the 2015 Fire District Budget Election Results Certification form, requesting that we complete it and submit it as soon as possible.
2. Email out dated June 07, 2015, to the Authorities Unit at DCA transmitting the earlier transmittal of the Results of the Annual Election as submitted to Joanne Slezak at the Authorities Unit on March 8, 2015 along with all of the documents submitted with it.
3. Fax out dated June 08, 2015 to Christine Zapicchi, Asst. Director Bureau of Authority Regulation transmitting the same documents emailed above on June 07, 2015.
4. Email out to Melissa Ford of Bureau of Authority Regulation dated June 9, 2015 retransmitting the machine face for the voting machine, which is located on page 4 of 5.
5. Email in from Melissa Ford of Bureau of Authority Regulation dated June 9, 2015, indicating that she could not find the list of vendors over \$14,500 on the web site and cannot certify the election without it.
6. Letter out dated June 11, 2015, to Anne Gordon at Lincoln Financial Advisors transmitting the LOSAP List for 2014 with the applications for three new participants.
7. Email stream from June 9, 2015 to June 11, 2015 between JoyceMedia and Commissioner Conley, retaining their services to update the Fire District's website.
8. Minutes of the March 7, 2015 quarterly meeting of the NJ Association of Fire Districts.

### **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.

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## Minutes of the Minutes of the June 15, 2015 Meeting

### **BUREAU OF FIRE SAFETY REPORT**

- Conley who is the Board's representative to the Bureau provided the minutes and financial reports for the May 2015 meeting.

### **OLD BUSINESS**

- *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*

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## Minutes of the Minutes of the June 15, 2015 Meeting

*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.*

*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 would 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*

# LOWER TOWNSHIP FIRE COMMISSION

SECOND DISTRICT  
P.O. BOX 724  
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## Minutes of the Minutes of the June 15, 2015 Meeting

*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)*

*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)*

*Conley reported that MV Engineering has worked with a relatively new high-early concrete additive that does not contain corrosives. The product is known as Sika Rapid and MV recommends taking more than the usual samples of each of the concrete pours and begin breaking the samples after 7 days, on a project that they tested this additive on, the concrete reached 4,000 pounds break in just 14 days. They are scheduled to have the revised plans and specifications to us by the end of May to go out to bid. (03/14)*

*Conley reported that he will be meeting next Wednesday 3/25/15 with Brian Murphy of MV Engineering regarding finishing the engineering specifications and bid documents for the driveway replacement. (03/15)*

*Conley reported a copy of the plans and specifications from MV Engineering for the driveway apron replacement. Conley reported that the plans & specifications were complete with the exception of the staging requirement that we want regarding replacing the driveway in sections, while keeping a minimum of three bays operational at all times. The tower/ladder will then be temporarily berthed in the center bay, as it requires a larger area for turning onto and off Town Bank Road. There was also a small concrete ramp from the parking lot to the sidewalk that needed to be added.*

*With those two exceptions, Conley was satisfied with the specifications, he recommended that they be approved so that once the exceptions were incorporated, we could go out to bid.*

# LOWER TOWNSHIP FIRE COMMISSION

SECOND DISTRICT  
P.O. BOX 724  
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## Minutes of the Minutes of the June 15, 2015 Meeting

Resolution 15-33 approving the plans and specifications for the driveway apron replacement prepared by MV Engineering was offered by Brown and seconded by Andrews, voting yes, Andrews, Brown, Conley, Nolan and Prendergast; voting no, no one; abstaining, no one. (05-15)

- *Past President & Past Chief Treon who is now with Cape May County Office of Emergency Management, requested and was granted a place on the July meeting agenda to appear with Director Martin Pagulugi to discuss a possible memorandum of understanding (MOU) to utilize the multi-purpose room during emergencies and natural disasters. (06/14)*

Conley distributed a sample copy of the memorandum of understanding that was generated for Upper Township to each of the Commissioners, Chief Megonigal and President Marchino for review and to generate some comments. (09/14)

1. *Conley reported that we need to replace a least one of the Commissioners computers to begin the phase out of the Microsoft XP operating system. As our computer tech reviews the condition of the existing computers, there may be additional ones to be replaced over time. We also need to replace an all-in-one copier, printer, and scanner. Conley estimates that the two items should be able to be replaced for not to exceed \$2,000.00. It was the consensus of the Board to authorize Conley to make those purchases, not to exceed \$2,000.00. (05/15)*

Conley reported that the new copier/printer/scanner has been received and the new computer purchase is temporally on hold pending the release of the new Microsoft Windows 10 operating system, which is anticipated in July. (06/15)

### **NEW BUSINESS**

1. Conley reported that he has retained the services of JoyceMedia for our web site maintenance; the fee will be \$260 to organize the site and \$29.95/month for web hosting. If updating can be completed in, 1 hour or less per month there will be no additional fee. If it does take longer, the hourly rate is \$35.00/hour. Conley received unanimous support from the other four Commissioners for retaining JoyceMedia.
2. The following new purchases were authorized to be made:
  - None.

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### **PUBLIC PORTION**

- A firefighter reported the gate/fence near the trash enclosure needed to be repairs. President Nolan will contact Murphy Fence to get it repaired.

There being no further business, the meeting adjourned at 20:36 hours by a motion by Prendergast and a second by Andrews.

Respectfully submitted,

Lewis H. Conley, Jr.  
Secretary/Commissioner