

LOWER TOWNSHIP FIRE COMMISSION

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

Minutes of the Minutes of the October 20, 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 (now Axelsson) Financial Data Specialist. Also in attendance were 5 firefighters, and no other members of the public.

MINUTES

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

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. Bank of America refunded the analysis fee for 6/14 in the amount of \$91.42 and for 7/14 in the amount of 77.38, but no interest was credited for the last three months. A motion to approve the report was offered by Conley and seconded by Nolan; 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 14-01.10 authorizing payment of those bills, in the amount of \$85,731.91 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. Letter in dated 1/2014 from Lincoln Financial regarding "Unforeseen Emergency Withdrawals" from LOSAP plans.

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2. The minutes of the June 7, 2014 meeting of the NJ Association of Fire Districts.
3. Email stream ending 07-20-14 with an explanation to Alyson Milazzo that she cannot have a copy of the LOSAP Points for 2014 since they will not be available until December of 2014. She has the 2013 LOSAP Points which is the current report.
4. Letter out to Lincoln Financial (Anne Gordon) transmitting LOSAP participation input form for Christopher Winter, Jr.
5. Letter out dated 9/19/14 to Ford Scott & Associates listing the information submitted to them for the annual audit was true and factual.
6. Letter in dated 9/23/14 to Chief Megonigal from Michael Iannetta, Jr. of VFIS Insurance Group confirming his meeting with the Chief on 10/01/14 for a complete risk review and analysis.
7. Memo in dated 10/12/14 from William Kramer, Jr. Acting Director/State Fire Marshal regarding Recommended Fire Station Precautions during elections.
8. Copy of a letter from David Perry to William Galestok, Planning Director for Lower Township dated 8/04/14 regarding fire comments for The Nature Conservancy, Seashore Road South.
9. Copy of a letter from David Perry to William Galestok, Planning Director for Lower Township dated 8/26/14 regarding fire comments for Nicholas Fedoroff, 617 Jonathan Hoffman Road.
10. Copy of a letter from David Perry to William Galestok, Planning Director for Lower Township dated 10/07/14 regarding fire comments for Eileen Helm, 8000 Bayview Drive.
11. Copy of a letter from David Perry to William Galestok, Planning Director for Lower Township dated 10/07/14 regarding fire comments for The Nature Conservancy, Seashore Road South.
12. Email out dated 10/09/14 to the Cape May Star & Wave transmitting the synopsis of audit for the calendar year 2013 audit for publication.

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13. Letter out dated 10/15/14 to Leon Costello regarding the representations in the LOSAP information provided to him regarding the LOSAP program for calendar year 2013.
14. Letter in dated 10/16/14 from Mike Leatherwood, Property Specialist for Glatfelter Claims Management, Inc. regarding clean up following a bat infestation, which is an exclusion in our insurance coverage.

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 financial reports for the months of June, July, and August as well as the minutes and financial reports of the September 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).

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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.

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.

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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)

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

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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)

- *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)

NEW BUSINESS

1. Conley reviewed the 2014 Audit for Calendar Year 2013 in detail, distributed a copy of the audit to each of the commissioners and Missie Taylor (now Axelsson) and informed them that the synopsis of audit has been published in the Cape May Star & Wave on 10/15/14. There was no corrective action plan required as there was no corrective action identified in the audit.
2. Resolution 14-30 Approving Leon Costello, CPA, RMA of Ford Scott and Associates as Auditor for the LOSAP program for 2014 was offered by Conley and seconded by Andrews, voting yes, Andrews, Brown, Conley, Nolan and Prendergast; voting no, no one; abstaining, no one.
3. Resolution 14-31 Authorizing purchase of Upgrading to Dual Frequency Side Scan Sonar for FireStorm 36 Fireboat, Marine 61-1 was offered by Conley and seconded by Nolan voting yes, Andrews, Brown, Conley, Nolan and Prendergast; voting no, no one; abstaining, no one.
4. Conley offer Resolution 14-32 declaring an emergency situation for HVAC Repairs and approving two proposals from CM3 Building Solutions of Fort Washington, PA for the A/C compressor for the Lobby in the amount of \$3,490.00 and the replacement of the fan motor for the multi-purpose room in the amount of \$841.00. The labor to install the fan motor is included in the existing HVAC maintenance contract with CM3 Building Solutions. The motion was seconded by Andrews voting yes, Andrews, Brown, Conley, Nolan and Prendergast; voting no, no one; abstaining, no one.

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5. Nolan reported that he has checked with our insurance carrier and the cleanup of the bat dung is not covered by our policy, specifically results of infestation and infestations are excluded from our coverage. Nolan reported further that he has a proposal from Servpro of Cape May County of Ocean View, N.J. dated 10/20/14 to clean up the leavings (dung) for an estimated cost of \$4,118.72. Nolan recommended immediate approval of the proposal in order to have the multi-purpose room cleaned before the pending football banquet and the pending election.

A motion was offered by Nolan and seconded by Conley to authorize the proposal dated 10/20/14 from Servpro of Cape May County of Ocean View NJ for an estimated cost of \$4,118.72, voting yes, Andrews, Brown, Conley, Nolan and Prendergast; voting no, no one; abstaining, no one. A copy of the proposal is attached to the original of these minutes.

6. The following new purchases were authorized to be made:
 - a. From low quote Tasc Fire Apparatus Inc. of Adelphia, N.J. 4- 100' lengths of 5" hose with storz couplings for a total cost of \$2,660.00.
 - b. From low quote American Diving of Egg Harbor Township, NJ various dive equipment for a total of \$3,877.38.
 - c. From American Test Center, of River Falls, WI testing of 16 ground ladders, tower ladder annual test, tower ladder non-destructive test and 20 heat sensors for a total of \$1,682.00.
 - d. From Fire One of Drexel Hill, PA six (6) Fire pump flow testing for a total cost of \$1,650.00.
 - e. From low quote Mid-Atlantic Rescue Systems of Frederick, MD ten (10) 5-gallon containers of SFF Fuel Straight, ten (10) 5-gallon containers of F-500 foam, and shipping for a total cost of \$1,974.50.
 - f. From American Diving of Egg Harbor Township and two (2) dive master training, two (2) dive master crew packs for a total of \$1,463.38.
 - g. From low quote Witmer Public Safety of Coatesville, PA one (1) cmc-564020 Resqmax Swiftwater Kit for a total cost of \$2,395.00.

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7. Prendergast discussed advertising in DextMedia for the rental of the multi-purpose room, which is a yellow pages directory similar to the old telephone company yellow pages that he believes has outlived its usefulness. The annual cost is \$100.00 per month for an annual cost of \$1,200.00. It was the consensus of the Commissioners to cancel the advertising in DextMedia.
8. Commissioner Brown announced that sometime in the future he will be relocating out of the fire district and when that occurs he will be resigning his position as commissioner. The actual timing of his relocation is not known at this time.

PUBLIC PORTION

There being no further business, the meeting was adjourned at 21:00 hours by a motion by Nolan and a second by Andrews.

Respectfully submitted,

Lewis H. Conley, Jr.
Secretary/Commissioner